

2019-2020

# LANDER UNIVERSITY STUDENT HANDBOOK



# LANDER UNIVERSITY

## STUDENT HANDBOOK 2019-2020

The Lander University Student Handbook is published to provide students with information related to the various academic and student life policies and regulations. This document contains information related to the numerous programs, services, activities and events of the university. Beyond policies/procedures described, each academic discipline and student services support entity reserves the right to establish internal policies relevant to their respective area(s). Students should become familiar with the contents of the handbook. While you certainly will not remember everything you read, you will know where to look when information is needed. Lack of knowledge concerning student regulations published in the handbook will not be considered a reasonable excuse for failure to comply with such regulations. Note: Student regulations are subject to change upon approval by the appropriate university officials.

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### ACCREDITATION

Lander University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Lander University. The School of Management is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), 777 South Harbour Island Boulevard, Suite 750, Tampa FL 33602-5730 USA, Telephone: (813) 769-6500, Fax: (813) 769-6559. The Bachelor of Science in Nursing is approved by the South Carolina State Board of Nursing (110 Centerview Dr. Suite 202, Columbia, SC 29210; telephone number: (803)-896-4300) and The Bachelor of Science in Nursing and the Master of Science in Clinical Nurse Leader programs are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001. Telephone: (202) 887-6791. The Teacher Education programs of Lander University are approved by the state of South Carolina and the academic unit is nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th St NW, Suite 400, Washington, DC 20036. Telephone: (202) 223-0077. Lander's Montessori Teacher Education Program offers coursework leading to certification by the American Montessori Society. It is fully accredited by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902. Telephone: (434) 202-7793. The Bachelor of Science in Music is accredited by the National Association of Schools of Music (NASM), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Telephone: (703) 437-0700. The Bachelor of Science in Visual Arts and Bachelor of Fine Arts in 2D and 3D Studio programs are accredited by the National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Telephone: (703) 437-0700. Lander University is a member of the Southern Association of Colleges and Schools Commission on Colleges, the American Association of State Colleges and Universities, and the South Carolina Association of Colleges and Universities. Information concerning accreditation procedures applicable to the University is available in the Office of the President.

The Academic Calendar, which includes important dates such as: exam schedules, withdrawal timelines, holidays, etc., may be accessed online at: <https://www.lander.edu/academics/academic-resources/academic-calendar>

**It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age or disability. Lander University is an affirmative action/equal opportunity employer.**

# LANDER UNIVERSITY

## STUDENT HANDBOOK 2019-2020

### BEARCAT CREED

*Embracing Civility, Community and Citizenship*

As a member of the Lander University community, I pledge to uphold the following ideals. I will:

- Strive to maintain the standards of academic integrity and personal character.
- Exemplify respect for all persons and discourage prejudice.
- Value diverse opinions and encourage collaboration.
- Be mindful of how words and actions can impact others.
- Express genuine concern for individuals through acts of kindness and compassion.

**These values are the basis of good citizenship and will serve as the foundation of my college experience and beyond.**



*\*\*\*Students are encouraged to embrace civility and may voluntarily elect to uphold these standards.*



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# ACADEMIC HONOR CODE

## ACADEMIC HONOR CODE

In order to maintain a high standard of academic excellence, Lander University supports an academic honor code for which both faculty and students are responsible. By subscribing to this code, the university affirms its trust in the ability of the faculty and students to be self-disciplined, responsible and honorable in the pursuit of academic goals.

### Academic Honesty and Plagiarism

By enrolling in Lander University students agree to abide by the academic honor code. Academic honesty is the basis of the integrity of any academic program and is expected by every professor on the Lander campus. Students are required to do their own work when they write papers, take tests and perform any other oral, written or physical activities. Credit should be given to the original source on all research works and position papers. Professors check students' work very carefully and have the right to enforce their own rules and regulations as well as refer cases of cheating for further action to the appropriate disciplinary committee, which will determine consequences of infractions of the honor code. Some divisions and schools have their own additional policies relating to this matter. The student has the right to appeal any allegation regarding the academic dishonesty. Among the activities that are considered academically dishonest are the following:

1. Exchanging information with other students during a test;
2. Consulting books, notes or other sources of information during a closed-book test;
3. Using unauthorized electronic devices;
4. Allowing a student proxy to take a test;
5. Obtaining illegally a test prior to the test date;
6. Purchasing essays or term papers from other students, firms that specialize in such trade or any other person offering such papers for sale;
7. Copying another student's work or allowing one's own work to be copied, whether on paper or disk;
8. Submitting as one's own the work of any other person, even if minor changes have been made in the work;
9. Submitting in one course work that has been previously submitted and graded in another course, without express permission of both instructors involved;
10. Lying to faculty or administration about official matters;
11. Forging on a university document or form the written authorization (signature or initials) of a university faculty member or administrator; and
12. Plagiarism, including:
  - a. Copying — without use of quotation marks and other means of documentation — key words, phrases, sentences and/or passages from written material not one's own;
  - b. Using ideas from written or electronic sources without proper documentation.

Plagiarism is the unacknowledged use of words or ideas that are not original with the student. The published thoughts and words of others often stimulate original thought, but students must learn, in all written work, to make a clear distinction between their own words and ideas and those of other writers and thinkers. That distinction must first be clear in the student's own mind. Many students are unaware that copying from published sources without proper use of quotation marks and footnotes is a form of plagiarism. Students regularly embellish their own writing with phrases or even whole sentences from books and articles because these phrases or sentences make their own writing sound better. This kind of embellishment, too, is plagiarism. Other students, mistrustful of their own ideas, borrow ideas from published sources and

# ACADEMIC HONOR CODE

believe that, as long as they put these ideas into their own words, they have avoided plagiarism. They have not. An idea taken from a source requires a footnote even if the student has used his/her own words to express that idea. Plagiarism is a serious academic offense and is considered a form of stealing.

## Faculty Responsibilities

Lander University subscribes to the 2009 American Association of University Professors Statement on Professional Ethics. Part II of that statement says: “Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit.” In order to uphold the academic honor code the faculty of Lander University is expected to:

1. Place in each syllabus a reference to and discuss with students the academic honor code of Lander University.
2. Exercise due caution in the preparation, distribution, administration and security of all exams to prevent any student from gaining an improper advantage over his/her counterparts; and exercise due caution when making other written assignments (e.g., term papers, lab reports, projects).
3. Initiate action against violators of the academic honor code as prescribed by the code.
4. Be truthful in all discussions and hearings related to any infractions of the honor code.

## Student Responsibilities

By electing to enroll at Lander University, the student unconditionally agrees to uphold the academic honor code. It is the responsibility of each student to:

1. Refrain from giving or accepting unauthorized aid while undertaking any academic activity.
2. Submit each piece of academic work only once during the student's entire enrollment at Lander unless written permission is obtained from the teacher of the subsequent course to which the material will be submitted. Academic work includes: papers, articles, class journals, written or oral reports, computer or science laboratory reports, works of art and musical performances.
3. Refrain from falsifying data, information or citations in academic work being submitted as a requisite of a course.
4. Refrain from attempting to have a grade changed on a returned exam by falsifying recorded answers.
5. To submit only his or her original work.
6. Refrain from giving exam information to students who have yet to take that same exam. This prohibits copying, participating in unauthorized collaboration and committing plagiarism.
7. Be truthful in all discussions and hearings related to any infractions of the honor code.
8. Report to the instructor of the course concerns about the integrity of academic activities or infractions of the code. The concern or infraction can be reported to the instructor either verbally or in writing.
9. Hold in confidence any privileged information obtained during the academic process.
10. Be knowledgeable about the university's policies on academic honesty and plagiarism, as these are described in the current issue of the student handbook.

## Faculty Rights

Faculty rights under the academic honor code include the right to:

1. Expect students to be accountable for their own behavior, including their own learning.

# ACADEMIC HONOR CODE

2. Question any student behavior which appears not to adhere to the statement of Student Responsibilities contained in the code.
3. Request a hearing and present evidence and witnesses to support the allegation of a violation of the honor code.
4. Be accompanied at the hearing by an on-campus advisor. The advisor cannot be an attorney nor can he or she enter into discussions (with anyone other than the faculty member) during the hearing.

## Student Rights

Student rights under the academic honor code include the right to:

1. Expect faculty to conduct academic activities in a timely, appropriate manner, and to be fair minded and impartial.
2. Be presumed innocent until he or she admits guilt or is proven guilty.
3. Have fair and impartial hearings, including the right to present contradicting evidence, to be provided prior to the hearing a copy of written evidence to be used during the hearing, to present witnesses and to have access to an on-campus advisor.
4. Be accompanied at the hearing by an on-campus advisor. The advisor cannot be an attorney nor can he/she enter into discussions (with anyone other than the student) during the hearing.

## Honor Code Process

### Step 1

**I. Discovery** of the violation by the faculty member occurs.

1. Faculty member first notifies his or her program chair (or dean, if the chair is the accusing party) to ensure an open and fair process of discovery and completes the upper portion of the honor code violation form.
2. Faculty member has five Lander academic calendar days from the time of discovery to communicate with the student concerning the allegation. Communication should include notification of the student that he/she cannot change their registration status until the case is resolved. The student may choose to be accompanied at the meeting by an advisor. The advisor cannot be a non-faculty attorney, or a faculty member acting in an attorney role, nor can he/she enter into discussions (with anyone other than the student) during the meeting.
3. Faculty member has a maximum of 10 Lander academic calendar days (including the five-day window for notification of the student) from the time of discovery to:
  - a. Compile their evidence and other information;
  - b. Communicate with the student concerning the allegations; and
  - c. File a formal allegation with the vice president for Student Affairs.
4. **If the student admits** the violation, a faculty member may elect one of the following courses of action:
  - a. Award the student a failing grade or a grade lower than he/she would otherwise award for either the academic work in question or the course; OR
  - b. Dismiss the matter without further action, except for notification of the vice president for Student Affairs and vice president for Academic Affairs; OR
  - c. Refer the matter to the Honor Council. Upon referring a matter to the Honor Council, the faculty member agrees to abide by the decision of the Honor Council.
5. **After student admits** to the violation and agrees to the faculty member's proposed remedy, copies of a written statement summarizing the violation and the penalty, signed by both the faculty member and the student, shall be

# ACADEMIC HONOR CODE

sent to the vice president for Student Affairs and vice president for Academic Affairs to this effect and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.

6. **If student denies** the allegations, makes no response to the allegations within five Lander academic calendar days of initial communication or disagrees with the remedy then **step 2 is taken**.

## Step 2

**II. Formal notification letter** is sent by the faculty member to the vice president for Student Affairs.

1. Letter to include all evidence and other relevant information. The report/letter must include:
  - a. Name(s) of the accused student(s);
  - b. Specific honor code violation;
  - c. Explanation of the alleged infraction;
  - d. Copy of any written evidence;
  - e. Time, date and place of the alleged infraction, if appropriate; and
  - f. Name(s) of any witness(es).
2. Vice president for Student Affairs notifies the student, the faculty member and the vice president for Academic Affairs of the filing within five Lander academic calendar days.
3. Upon notification by the vice president for Student Affairs, student has 10 Lander academic calendar days to:
  - a. Speak with the vice president for Student Affairs about the allegations;
  - b. Compile his or her evidence and relevant information; and
  - c. Make a decision whether to contest the allegation.
4. **If student admits** to the violation and agrees to the faculty member's proposed remedy, then a letter is signed by both parties and sent to the vice president for Student Affairs and the vice president for Academic Affairs and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
5. **If student fails to fully respond** to the allegation within the 10 Lander academic calendar days window, then the faculty member will impose the described remedy and the vice president for Student Affairs will notify the student and the vice president for Academic Affairs and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
6. **If student continues to deny the allegations**, or disagrees with the remedy the faculty member wished to impose, the student will notify the vice president for Student Affairs by letter, within the 10 Lander academic calendar days window and then **step 3 is taken**.

## Step 3

**III. Honor Council** is notified following the formal notification process.

1. Vice president for Student Affairs has 10 Lander academic calendar days to convene a meeting of the Honor Council.
2. Vice president for Student Affairs notifies the faculty member, student and vice president for Academic Affairs of the meeting time and place.



# ACADEMIC HONOR CODE

3. Vice president for Student Affairs provides council members with all the evidence compiled by both parties. Both parties have a right to speak to the council.
4. Vice president for Student Affairs then notifies the student, faculty member and the vice president for Academic Affairs of the council's decision on the case and the case is closed for this allegation. If a student is found guilty of the violation and is given a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
5. Faculty members and students are required to keep pertinent data for one year from the time of the alleged incident.
6. Students remain accountable for consequences of repeat infractions of the honor code.
7. Faculty should complete an honor code violation form of the alleged event.

*Approved by Faculty Senate — 11/16/09*

*Approved by SGA — 3/29/10*

*Approved by faculty — 4/21/10*

## Honor Council Procedures

1. The chair of the Honor Council shall conduct hearings as specified by the rules governing Honor Council hearing.
2. The student and the accuser shall be entitled to appear in person at the hearing to present testimony. It may not be possible to secure the presence of all witnesses since the Honor Council has no power of subpoena.
3. The student may elect not to appear before the Honor Council. The failure of a student to appear shall not be taken as indicative of guilt and must be noted without prejudice.
4. Should the accused and/or the accuser so desire, he/she may be accompanied at the hearing by an on-campus advisor. The advisor shall not be an attorney and cannot enter into any discussions with anyone other than the student.
5. The student and the accuser shall be allowed to present oral and/or written testimony and/or witnesses on his/her behalf.
6. The accused and the accuser each have the right to be present throughout the presentation of testimony.
7. Each side shall be given a chance to present its position separately without interruption from the other side.
8. After presentation of both positions, rebuttal and questions shall be allowed.
9. The decision of the Honor Council shall be communicated in writing to the student, the accuser and the vice president for Academic Affairs, by the vice president for Student Affairs, within 72 hours after the decision, and shall specify the action taken by the Honor Council. The chair of the Honor Council shall deliver a copy of the council's findings to the academic vice president for inclusion in the academic honor code file.
10. Should the Honor Council find the student guilty, it shall specify one or more of the penalties listed below:
  - a. A failing grade on the assignment or test in question;
  - b. A failing grade in the course in which the violation occurred;
  - c. Honor code probation for a period of time not less than one full semester — any violation of the honor code during the probation period shall be grounds for suspension;
  - d. Suspension from Lander University for a specified or an unspecified period of time;
  - e. Expulsion from Lander University.

# ACADEMIC HONOR CODE

## Rights of Those Charged With Violations of the Honor Code

1. The right to be notified in writing of their rights in the disciplinary process;
2. The right to be notified in writing of the charges against him/her/them with sufficient time to prepare for a hearing; in the event that additional charges are brought, a further written notice must be forwarded to the student(s). The charged student(s) may waive the right to a separate written notice of additional charges in order to expedite the hearing process;
3. The right to be notified of the date, time and place of formal hearings at least three university business days prior to the hearing;
4. The right to know the nature and source of the evidence used in a hearing process; this includes the right to review all documents and exhibits to be introduced at a hearing, as well as a list of witnesses asked to testify at the hearing, upon the student's request;
5. The right to present evidence on one's own behalf;
6. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party(ies);
7. The right to refuse to answer any questions or make a statement; however, the hearing authority may draw inferences from this refusal;
8. The right to present questions for the witnesses to answer; the hearing officer/council may rule on relevance of these questions;
9. The right to be accompanied by an on-campus advisor throughout the hearing process; the advisor, with the written permission of the charged student(s) may:
  - a. Advise the accused regarding preparation for the hearing;
  - b. Accompany the accused to all disciplinary proceedings; and
  - c. Have access to evidence to be introduced at the hearing.

*NOTE: Advisors are not permitted to participate directly in the hearing process, or to speak for the charged student(s).*

## Rules Governing Honor Council Hearings

1. When a student chooses an option of a formal hearing, the vice president for Student Affairs or designee shall set a date, time and place for a hearing and notify those charged, the Honor Council and relevant witnesses and participants as to the scheduling of the hearing.
2. Hearings shall be considered closed and confidential. All statements, information or comments given during hearings shall be held in strictest confidence by council members, university staff, witnesses and advisors before, during and after deliberation. Video, audio, stenographic or photographic recording of hearing proceedings are prohibited except as authorized by the Office of Student Affairs.
3. The chair shall remind all parties to the hearing that any statements made or evidence introduced must be truthful and accurate. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. The chair shall ensure that only information directly pertinent to the specified charges shall be introduced.
4. A party charged with a violation is responsible for presenting his or her own case. Advisors are not permitted to speak or to participate directly in any hearing.
5. The chair of the council, with the assistance of the vice president for Student Affairs or his or her designee, will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the Honor Council may request the

# ACADEMIC HONOR CODE

council to go into private session to discuss and decide a matter by majority vote. The council chair can recess the hearing at any time. The chair of the council shall ensure that all procedures are appropriately followed.

6. The party charged with a violation(s), the vice president for Student Affairs and council members shall have the right, within reasonable time limits set by the chair, to present questions to witnesses who testify orally. The council may require that questions from the charged party be addressed to the chair, who then can ask these questions of the witness.
7. All hearings shall be conducted in an orderly manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present only during the time they are testifying.
8. The council may proceed independently to secure evidence for the hearing. The charged party shall have access to any evidence at least three days before the hearing unless exigent circumstances preclude this possibility. The charged party shall have reasonable time to prepare responses to such evidence.
9. The vice president for Student Affairs serves as a nonvoting member of the council and may assist in administering the hearing by answering questions regarding procedural issues. The vice president for Student Affairs may also facilitate the deliberation process, as well as aid in maintaining order at the hearing. The vice president for Student Affairs may authorize certain university staff to be present to advise the council.
10. If the charged student(s) chooses not to attend the formal hearing, the council may proceed with the hearing and reach decisions and impose sanctions without the student's participation.
11. A recording of the hearing shall be kept by the vice president for Student Affairs until any appeal or any external judicial review has been concluded, or for up to 30 days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Student Affairs. The charged student may request a duplicate copy of the recording at his or her expense within a period of 30 days from the date of the hearing.
12. After hearing the evidence, the council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
13. After all information has been presented and the charged party has made a final statement, the council shall meet in private to discuss the case, reach its decision and, if appropriate, determine the outcome. Decisions of the council must be taken by majority vote. A tie vote is considered as a finding of not guilty. If the student(s) is (are) found responsible for violating the honor code, the council may hear any information concerning any past university record(s) of the student(s) in determining appropriate sanction(s).
14. The vice president for Student Affairs, or designee, shall be responsible for forwarding the written decision of the council to the charged party. The letter from the council shall consist of:
  - a. Findings of the council.
  - b. Sanction(s).
  - c. Statement regarding the right to appeal.

## Academic Honor Code File and Penalties

The academic vice president shall maintain the academic honor code file in his or her office. Within five days of receiving official notice of a second violation of the honor code by any student, the academic vice president shall officially warn the student in writing that any future violation of the honor code will automatically lead to the student's being required to appear before the Honor Council. A faculty member may have access to a student's record in the academic honor code file when carrying out professional duties. None of the contents of the file shall be removed from the office of the vice president for Academic Affairs. Within five days of receiving official notice of a third violation of the honor code by a

# ACADEMIC HONOR CODE

student, the vice president for Academic Affairs shall refer that student to the Honor Council for a hearing. The purpose of the hearing shall be to determine what further penalty, if any, shall be imposed by the council on the student. The hearing shall take place within five days after the vice president for Academic Affairs has notified the council chair of the need for the hearing. The Honor Council shall have access to the student's records in the honor code file. The Honor Council may impose penalties of honor code probation, suspension from Lander University for a specified or unspecified period or expulsion from Lander University. Such penalty or penalties may be imposed whether or not the student chooses to attend the hearing.

## Honor Code Appeals

Both the accused and the accuser shall be notified in writing by the vice president for Student Affairs of their rights to appeal the outcome of Honor Council hearings on substantive or procedural grounds. Should either party appeal, any action specified by the Honor Council shall not be implemented pending resolution of the appeal. Requests for appeal must be made in writing to the vice president for Student Affairs within three university business days of receipt of written notification of the decision. Appeals will be heard by the Faculty Senate Grade and Judicial Appeals Committee of Lander University within 14 calendar days after the committee chair receives the appeal from the vice president for Student Affairs. Should a member of the Honor Council be involved with a specific case, that member will be excused from the council when a hearing of that case is conducted. (*Reference Grade and Judicial Appeals Committee: Other Academic Policies and Support section*).

*Approved by Faculty Senate 12/13/00*

# ACADEMIC HONOR CODE

## Academic Honor Code Referral Form

If a student or groups of students allege infraction(s) of the academic honor code by an instructor, then the accusing student(s) may pursue the matter by using the academic chain of responsibility. If the unit head is the instructor of record, then the student(s) may request an initial meeting with the vice president for Academic Affairs.

The referral form must include:

1. The name(s) of the accused instructor(s);
2. The specific honor code violation;
3. An explanation of the alleged infraction; A copy of any written evidence;
4. The time, date and place of the alleged infraction, if appropriate; and the name(s) of any witness (es).

### Academic Chain of Responsibility

*(NOTE: Signatures indicate effort to resolve the issue)*

#### Department chair:

\_\_\_\_\_  
Signature of department chair

\_\_\_\_\_  
Date

#### College dean:

\_\_\_\_\_  
Signature of college dean

\_\_\_\_\_  
Date

#### Vice president for Academic Affairs:

\_\_\_\_\_  
Signature of vice president for Academic Affairs

\_\_\_\_\_  
Date

#### President:

\_\_\_\_\_  
Signature of president

\_\_\_\_\_  
Date

# OTHER ACADEMIC POLICIES AND SUPPORT

## OTHER ACADEMIC POLICIES AND SUPPORT

### Academic Requirements and Regulations

All students are responsible for knowing and observing the academic requirements and regulations of the university which are set forth in this section of the catalog. They are also advised to be familiar with related portions of the catalog, especially the courses of study section, and for knowing that academic policies in effect are always those stated in the current catalog. Some academic procedures, as well as general regulations and information, appear in the student handbook which is published annually and issued each fall. The Registrar's office website also contains academic information. Students are expected to be familiar with all of this information.

### Intellectual Property Policy

Lander University has among its primary purposes teaching, research, and the expansion and dissemination of knowledge. Products of these endeavors include the development and use of intellectual property. It is the intent of the University that its faculty, staff and students carry out their scholarly work in an open and free atmosphere that encourages publication and creation of such works without constraint, but consistent with applicable laws and University policy. The purpose of this policy is to encourage and reward research and scholarship that result in the creation of intellectual property and to recognize the rights and interests of the inventor or creator, the public, the external sponsor, and the University. The complete policy ([index number 3.2](#)) may also be accessed by visiting the policies page of the Lander website (<https://www.lander.edu/about/university-policies>).

### Cell Phone and Electronic Device Usage

Cell phones and other unapproved electronic devices should always be silenced and placed out of sight before entering a class (lab, clinical, etc.) and should remain silent throughout the duration of the class. Cell phones are not to be used during class, especially during quizzes or exams, without obtaining prior permission from the instructor. Each instructor reserves the right to further restrict use of cell phones in class and to determine the consequences of not following this policy.

### Classroom Code of Conduct

As stated in the university student handbook, a Lander student is expected to show respect for order and the rights of others, and to exemplify in his or her daily activities a sense of honor and integrity. Student conduct is considered an integral part of the educational process. Therefore, no student should be denied the right to learn as a direct result of disruptions in the classroom. Active learning, open inquiry and the free expression of informed opinion are the foundations of a liberal education at Lander University. However, student behavior that interferes with an instructor's ability to conduct the class is prohibited. Instructors may include other specific classroom regulations in their syllabus or present them in class on the first day of the term. Lander faculty has the following expectations:

1. Students will be attentive and courteous during class or lab.
2. Students will complete the assigned work.
3. Students will abide by the university honor code as described in the Lander University Student Handbook and available in print and online.
4. Students will ultimately be responsible for their own achievement.

# OTHER ACADEMIC POLICIES AND SUPPORT

5. Basic expectations are:
  - a. Turn off cell phones before entering the classroom. This is in accordance to the university cell phone policy which states: Cell phones are to be turned off before entering the class (e.g., lab, clinical) and shall remain off for the duration of the class. If there is an extenuating circumstance that requires a cell phone to be on during a class, the student must obtain permission prior to the class from the instructor to leave the phone on vibrate. Cell phones are not to be visible or used at any time, especially during quizzes or exams. Each instructor reserves the right to further restrict use of cell phones in class and to determine the consequences of not following this policy.
  - b. Arrive for class on time, and do not expect to leave class early. Random coming and going while class is in session is unacceptable. If you must leave early, alert the instructor prior to class and never walk between the class and the instructor during lecture. Also, leave in complete silence.
  - c. Be respectful when addressing the professor, both face-to-face and electronically.
  - d. Do not talk to others while the professor or another student who has the floor is talking. If you miss instructions or information while you are talking, do not expect the professor to repeat any material.
  - e. In many buildings, a policy of no eating and drinking (including gum, candy and water) in the classroom is in effect. Consult with the instructor concerning this policy.
  - f. Visible and audible signs of restlessness are distracting for both the instructor and other students. Please wait until the instructor dismisses the class before you begin packing your materials. If you fear that you may be late for your next class, leave as quietly as possible.
  - g. It will always be to your advantage to attend class, to listen, to take notes, to do the assigned work and to study. It goes without saying that your grades are a reflection of your diligence.
  - h. When computer usage is permitted, computers must be used only for class work. Inappropriate activities include sending and reading email, surfing the internet and playing computer games; in other words, anything not course-relevant.

## Musical and Theatrical Performance Code of Conduct

It is important for students to maintain a degree of decorum when attending musical and theatrical performances, as well as in the classroom. Please bear in mind that others in attendance are often public supporters of the university who may view your actions as a reflection of the student body as a whole. Students are expected to adhere to the following code of conduct during all performances and lectures:

1. Please refrain from speaking or making noise during the performance. Sounds such as whispering and paper rustling are magnified in the Josephine B. Abney Cultural Center Auditorium.
2. Note that, at the request of the performers or director, latecomers may not be admitted. If late arrival is permitted, please stand quietly outside the door until you are sure that a piece has ended. With as little disruption as possible, quickly find the nearest available seat.
3. Please turn off all electronic devices and put them away. Lights as well as sounds distract both performers on stage and audience members.
4. Please note that no food or drink is allowed in the auditorium, green room or recital hall.
5. Please refrain from placing your feet on seats.
6. Photography, recording or videotaping of performances is not allowed. Violators may be prosecuted according to federal law.



# OTHER ACADEMIC POLICIES AND SUPPORT

7. If you must leave during the performance, please exit the nearest door between musical selections or at a pause in the theatrical performance. Note that if you plan to return, you must wait until a musical selection has ended or until theatre intermission.
8. University officials or Lander police officers may, if necessary, remind you of these rules. Violators who are asked to leave or are escorted from the performance will not receive FALS credit. Students who are asked to leave the auditorium due to violation of the code of conduct may forfeit attendance to future events at Lander.

## Fine Arts

The College of Arts and Humanities of the university presents theater productions; concerts by the Wind Ensemble, University Singers/Old Main Singers, Jazz Ensemble, Opera Scenes and chamber music ensembles; and sponsors art exhibits in the Monsanto Gallery of the Lander Cultural Center. Students are encouraged to attend these presentations and to participate in the student groups and art exhibits. For more information about participation, students may contact the office of the College of Arts and Humanities, 388-8323, or one of the following for specific areas of interest:

Lander Jazz Ensemble, CC 355	<a href="mailto:rgardiner@lander.edu">rgardiner@lander.edu</a>
Lander Wind Ensemble, CC 359	<a href="mailto:rgallo@lander.edu">rgallo@lander.edu</a>
Opera/Strings Ensemble, CC 365	<a href="mailto:lnoonkes@lander.edu">lnoonkes@lander.edu</a>
University/Old Main Singers, CC 362	<a href="mailto:cneufeld@lander.edu">cneufeld@lander.edu</a>

## University Attendance Policy

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific attendance requirements can hold students accountable for absences from class. Consequences for violating attendance requirements will vary from instructor to instructor but may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements at least one week prior to the date of absence. Students missing a class are expected to consult with their instructor(s) to request permission to make up missed course work. University student representatives (approved by the president) who must attend university-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least one week prior to the event. University student representatives must meet the attendance requirements stated in the previous paragraph for all other absences. Students may request attendance accommodations for documented disabilities by contacting the Office of Student Disability Services prior to the beginning of classes. **Students in laboratory sections offered by the College of Science and Mathematics or clinical sections offered by the School of Nursing must attend the first class meeting in order to remain on the roster.**

## S.C. Illegal Immigration Reform Act

A student must be a citizen or national of the United States or an alien lawfully present in the United States in order to enroll at Lander University. If a student at Lander ceases to be a citizen or national of the United States or an alien lawfully present in the United States, Lander shall discontinue the student's enrollment and cease providing the student with any public higher education benefit. This policy applies to any person enrolled in any course offered by Lander University.



# OTHER ACADEMIC POLICIES AND SUPPORT

## English Fluency in Higher Education Act

South Carolina's English Fluency in Higher Education Act requires that each public institution provide assurance that there exists an adequate procedure for students to report grievances concerning the inability of instructors to be understood in spoken or written English. Through the offices of deans, department chairs and the vice president for Academic Affairs, and through the university grade appeal process, students are provided both formal and informal procedures for any student to report grievances related to an instructor's ability to be understood in spoken or written English. Further, the vice presidents for Academic and Student Affairs are required to monitor and report to the South Carolina Commission on Higher Education all grievances filed by students because of alleged instructor inadequacies in spoken or written English. A copy of the act is maintained in the Office of Academic Affairs and is available for review during regular office hours.

## Inclement Weather Policy

In the event inclement weather causes classes to be cancelled at Lander, the university will notify television and radio stations of these cancellations. The message will also be sent via email, posted to the university's main social media accounts, placed on our website and on the automated telephone system at 864-388-8000. If the university does not cancel classes during bad weather, students should decide responsibly whether or not to attend classes.

## Policy: Travel to or Study in Areas under a U.S. State Department Travel Warning

Lander University's standard policy is to not approve enrolled Lander students for travel to or study in a location where a US Department of State Travel Warning is in effect. Students, faculty leaders, or Study Abroad Committee members can petition the Study Abroad Committee to waive the prohibition. Petitions are reviewed on a program-by-program basis. Details on submitting a petition can be obtained by contacting the Director of Study Abroad.

By way of application:

1. Lander will not grant academic credit for or financial aid toward Study Abroad programs in areas under a U.S. State Department Travel Warning.
2. A State Department Travel Warning may be for an entire country, or it may be for part of a country. If the latter, there would be no prohibition on areas not covered by the warning.

*Approvals:*

*November 18, 2016      Lander Study Abroad Committee*

*December 13, 2016      Lander Board of Trustees*

## Additional Academic Policies

Other academic policies, including those governing probation, suspension, expulsion and academic renewal, are outlined in the Lander University catalog. The policies in force are those published in the current catalog. Academic departments may add academic regulations for their majors.

# OTHER ACADEMIC POLICIES AND SUPPORT

## Academic Colleges and Departments

<u>College</u>	<u>Office</u>	<u>Contact</u>	<u>Discipline(s)</u>
College of Arts and Humanities	CC 255-256	388-8410	Art English and Foreign Languages Mass Communications and Media Studies Music
College of Behavioral and Social Sciences	LC 353	388-8733	Government, Criminology, and Sociology History and Philosophy Psychological Sciences Military Science and ROTC
College of Business	LC 253	388-8224	Accounting Financial Services Health Care Management Management/Marketing
College of Education	LC 222	388-8006	Teacher Education Physical Education and Exercise Science
College of Science and Mathematics	SC 246	388-8386	Biology Physical Sciences Mathematics and Computing
William Preston Turner School of Nursing	BH 124	388-8394	Nursing

## Registration for Continuing Students

Currently enrolled students may register for the next term shortly after mid-semester. Please note that currently enrolled students are not eligible to register for the next term with past due balances. This procedure is designed to take care of continuing students' registration needs. Students are strongly urged to plan their programs carefully with the help of faculty advisors.

## Declaration of Major/Minor

**Declaring or Changing Majors and Minors** — A perspective student who has not yet attended classes and wants to change their major should contact the Office of Admissions. A current student who wants to change or declare a major should make the request through their intended major department. After the major change request has been submitted by the intended major department, an email notification will be sent to the current student's Lander email address as verification.

**Graduating Under a Catalog** — In all areas except teacher certification program and nursing, the catalog in place at the time the major is declared becomes the one used to determine graduation requirements for the major and minor. A student may choose a subsequent catalog for purposes of meeting graduation requirements. Students in majors leading to teacher certification are required to use the most current catalog. Graduating under a catalog pertains to degree requirements only, including major and minor. Students must meet all university requirements regarding registration,

# OTHER ACADEMIC POLICIES AND SUPPORT

payment of fees, residency, and personal conduct as stated in the most current catalog. If a student enrolled at Lander leaves the university for less than two years, the student may remain under the catalog previously selected. If a student enrolled at Lander leaves the university for a period of two or more years, when he or she returns, the catalog in effect at the time of readmission is used to determine graduation requirements. A student may not graduate under a catalog that is more than eight years old. Students must provide notification of a change in catalog year to the Office of the Registrar one semester prior to graduation. Students must then submit the request for graduation form and complete the online application on Bearcat Web by the deadline set by the Registrar's office. The graduation deadline is posted in the university catalog.

## Graduation Approval

Students who expect to graduate must file a completed request for graduation form with the Registrar's office and complete the online application in Bearcat Web by the date published in the current catalog. An application for a degree is not accepted unless the student has paid all fees required by the university, including the graduation fee. Candidates for graduation must complete all institution coursework in the anticipated term of graduation and by the semester deadline date for final grades in order to receive their diploma/degree. Graduating students with physical disabilities are expected to communicate with the Office of the Registrar regarding accommodations needed for their participation in the commencement ceremony upon submission of their application. If a student's graduation plans change, academically or personally, the student must reapply for graduation during the next anticipated term of graduation and pay the graduation fee. Students who apply to graduate in August and who complete all requirements receive their diploma in August and are automatically included in the following December ceremony. Refer to the current university catalog regarding graduation participation, transfer credits, and graduation honors.

## Transcripts

Requests for official transcripts of a student's academic record should be made online through Bearcat Web. Procedures for requesting an official transcript can be found at <https://www.lander.edu/academics/registrar-office/transcripts>. A student may request an official electronic transcript through the National Student Clearinghouse.

A transcript of a student's record carries the following information: current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, the system of grading, all failures, incomplete grades, and academic penalties such as academic probation, suspension, or other restrictions. A student's official record concerns academic performance only. No partial record will be issued.

No official transcript will be issued to or for a student who is indebted to Lander University.

## Academic Concerns/Resources

Following is a list of potential academic concerns and corresponding resources for each. For office location and contact information, if applicable, please visit the specific department's website.

CONCERN	RESOURCE
Absences from class	Appropriate class instructor
Academic matters	Appropriate advisor, department chair, college dean
Academic petitions	Registrar

# OTHER ACADEMIC POLICIES AND SUPPORT

CONCERN	RESOURCE
Adding courses	Bearcat Web
Address changes	Bearcat Web
Dropping a course	Bearcat Web
Graduation	Registrar
Internship opportunities	EYE Program
Major/minor changes	Intended Major Department Office
Name change	Registrar
Registration matters	Registrar
Services for students with disabilities	Student Wellness Center
Transcript of grades	Registrar
TRiO	Student Support Services
Tutoring services	Academic Success Center
Withdrawal from a class	Bearcat Web
Withdrawal from university	Academic Success Center

## Official Withdrawal

**From a Course** - Students may drop a course completely during the registration and drop/add period of each semester and withdraw from a course without academic penalty (earn a grade of W) during the subsequent seven weeks of the fall or spring semester.

**From the University** - Students who find it necessary to withdraw from all classes must complete an Official Withdrawal and/or Temporary Leave form with the Academic Success Center. Complete withdrawal after the drop deadline will result in grades of W for all registered course work. Students may not completely withdraw following the last day of classes. A student who completely withdraws from the university during a semester must submit a new application for admission in order to be readmitted to the university unless the student requests and is granted a temporary leave. International students must seek advisement from the international student advisor PRIOR to withdrawal to discuss immigration and implications of withdrawal from school.

*Individual course drops or withdrawals do not automatically guarantee a refund of tuition.*

## Temporary Leave

Students who intend to re-enroll at Lander after an attendance break of one or two regular semesters may request an official temporary leave. Such a leave may be granted for either one or two regular semesters if the applicant was in good standing at the end of the last term completed at Lander. The Official Withdrawal and/or Temporary Leave form is filed with the Academic Success Center. Completion of the application and approval of the request constitutes a contract between Lander and the student involved. This contract obligates Lander to furnish access to certain services during the non-enrollment period and binds the student to reenroll by no later than the mutually-agreed-upon date. Lander approvals include signatures of Assistant Vice President for Student Success, a financial aid counselor, a student accounts official, a housing official (if applicable), and a registrar's office official.

# OTHER ACADEMIC POLICIES AND SUPPORT

## Refund Schedule and Policy

When a student leaves the university before the end of a fall or spring semester, voluntarily or through dismissal, university fees (tuition) will be refunded as follows:

1. Last day for registration and drop/add—100%
2. Before expiration of 10% of the semester—90%
3. Before expiration of 25% of the semester—50%
4. Before expiration of 50% of the semester—25%

Students receiving Federal Direct Loans, Federal Plus Loans, Federal Perkins Loans, Pell Grants or Federal SEOG Grants are governed by a federally-mandated pro-rata return of Title IV Fund regulation if they withdraw prior to completing 60% of the term. Refunds/returns are distributed in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad Plus Loan
5. Direct Part Plus Loan
6. Pell Grant
7. Federal SEOG
8. State funded scholarships and grants
9. Personally guaranteed payment

The date on which a student files written notice of withdrawal with the Office of the Registrar is the date used in determining refunds. Conditions for refunds of room and board and breakage deposits are listed on the residence hall contract. No refunds or reductions of basic charges will be made due to a change in status (e.g., from full-time student to part-time student) after the last day for registration and drop/add for each fall or spring semester. For Summer School, no refund of tuition and fees will be made after 5:00 p.m. on the second day of class. No reductions from any charge are made for holidays or for absence from the university.

A boarding student will pay full charges for meals, regardless of the number of meals taken in the dining hall. In order to receive academic credits, grade reports, transcript of record or degree, a student's indebtedness to the university must be settled, and the student must account satisfactorily for all property trusted to the student's care. It is further the policy of the university that any outstanding balance due to the university after the student ceases to be enrolled is subject to referral for collection. The student will be responsible for the fees of any collection agency, which may be based on a percentage at the maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney fees necessary for the collection of this debt.

## Grade and Judicial Appeals Committee

**Membership:** The Grade and Judicial Appeals Committee consists of a faculty member who will serve as chair and is selected from and by the Faculty Senate, three other faculty members selected by the Faculty Senate and a student representative. The student member and an alternate student member will be nominated by the president of the Student Government Association in consultation with the advisor to the Student Government Association. If the student

# OTHER ACADEMIC POLICIES AND SUPPORT

representative cannot attend, the Student Government Association president will substitute for him/her. The membership will be subject to approval by the president of the university. Prior to the end of each spring semester, the Faculty Senate will recommend the membership to the president, and members will serve for one calendar year, beginning May 16 and extending through May 15 of the following year. In addition, at this time alternates will be chosen to be in line to take a member's place in case of unavoidable absence during the academic year or during the summer. If a faculty member whose grade is being appealed is not available or is no longer on the Lander University faculty or in case of a conflict of interest, the department chair will represent the faculty member. If an appeal involves a member of the committee or a committee member's department chair, one of the alternates will be asked to serve in his/her place. Members of the committee will observe strict professional confidentiality concerning all committee business. The committee will uphold the university policy on confidentiality of student information. All participants in the process will sign a confidentiality agreement.

## **Function**

The committee will hear the following types of appeals:

1. Grade appeals not resolved at the level of the academic unit;
2. Judicial appeals not resolved by the Student Conduct Committee, Student Life Council, Honor Council, and the vice president for Student Affairs; and
3. Appeals related to regulations for academic honors at graduation.

*The committee may affirm previous decisions, or it may recommend review and consideration of revisions.*

## **Grade Appeals**

Appeal for a grade change may not be made after one calendar year from the date the grade was given. Since students have one year to contest a grade, faculty must keep a comprehensive list of all grades given in each course taught for one year. If the faculty member retains any tests, papers, projects, quizzes and other graded material, that faculty member must keep the graded material for one year as well. No grade may be appealed after a student has graduated. The committee cannot hear cases that involve charges of academic dishonesty unless the Academic Honor Council has already ruled on a situation. Hearings for grade appeals will not be conducted after the last day of classes of each semester unless a student has a compelling reason for being heard during the examination period. The committee will not hear an appeal when the university is on official break. An official break is defined as Christmas and spring breaks, the days between graduation and the beginning of summer school I, and the days between the end of all summer school sessions and the beginning of the fall semester.

A student wishing to consider appealing a grade must meet with the chair of the Grade and Judicial Appeals Committee for an explanation of the procedure, including requirements for completing the grade appeal form. During this meeting the chair will listen to the student's explanation and advise the student to consider carefully whether an appeal seems appropriate. If the chair wishes, he/she may contact the faculty member involved in order to seek further information before the student proceeds.

If the student chooses to continue the process after talking to the instructor, the department chair and the dean of the college, the chair of the committee will explain that the hearing is not an effort on the part of the university to replicate in any way judicial proceedings in the spirit or sense of a formal court of law. The hearing simply provides a university forum for appropriate and fair-minded discussions and deliberations. In that spirit, neither the university nor the student

# OTHER ACADEMIC POLICIES AND SUPPORT

may be accompanied by legal counsel. The student may, however, be accompanied by an on-campus support person. Should the student be accompanied by an on-campus support person (who may be the academic advisor), the support person is not allowed to participate directly in any discussion but may discreetly confer only with the student during the course of the hearing. The committee chair will then explain the phases of the appeal process and sign the grade appeals form; this signature indicates that the student has decided to continue with the appeals process.

## **First Phase of the Appeal Procedure**

For faculty in residence:

1. The student will then attempt to resolve the issue by consulting with the faculty member. If the issue is not resolved at this meeting and the student wishes to proceed, the faculty member will sign the grade appeal form; this signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify discussion with the faculty member.
2. If the issue remains unresolved, the student will then consult with the appropriate department chair to attempt a resolution. If the instructor whose grade is being appealed is the department chair, the student should go on to step three of the grade and judicial appeals form. If the issue is not resolved at this meeting and the student wishes to proceed with his/her appeal, the department chair will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify discussion with the department chair.
3. If the issue remains unresolved, the student will then consult with the appropriate college dean to attempt a resolution. If the instructor whose grade is being appealed is the college dean, the student should go to the vice president for Academic Affairs as step three of the grade appeals form. If the issue is not resolved at this meeting and the student wishes to proceed with his/her appeal, the college dean will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify discussion with the college dean. The student should proceed to the second phase.

For faculty no longer in residence:

1. The student should meet with the department chair that will sign the grade appeal form for the faculty member and may recommend a grade change to the college dean.
2. The department chair and the dean will complete steps three and four of the grade appeals form. If the department chair and the dean of the college along with the student agree to a satisfactory resolution, the dean of the college will send a letter of justification along with the completed grade appeals form to the chair of the Grade and Judicial Appeals Committee.
3. If the issue remains unresolved, the student should proceed to the second phase.

## **Second Phase of the Appeal Procedure**

If no resolution is agreed upon at this point, the student may continue the formal grade appeal process by submitting to the chair of the Grade and Judicial Appeals Committee the following items:

1. A completed grade appeal form signed as specified above under First Phase of the Appeal Procedure;
2. A letter explaining the basis for the grade appeal; and
3. Supporting documents and a list of any other evidence to be presented.



# OTHER ACADEMIC POLICIES AND SUPPORT

## **Third Phase of the Appeal Procedure**

Upon receipt of the required documents, the committee chair will promptly inform the faculty member, the appropriate department chair, the student's advisor, the college dean and the vice president for Academic Affairs. The committee chair will also make available to the faculty member a copy of the items listed above under Second Phase of the Procedure.

## **Fourth Phase of the Appeal Procedure**

1. The committee will conduct a hearing within 14 workdays of receipt of the grade appeal form. If necessary, the committee may seek additional information and advice from individuals directly involved in the case.
2. The committee hearing will focus on the issue at hand. The student's argument at the hearing will be limited to statements from the student and the evidence outlined in the required documents (as listed in the second phase.) A student's grades from other courses should not be introduced unless they have a bearing on the matter at hand.
3. Within five workdays after the hearing, the committee chair will notify the student, the faculty member, the appropriate department chair, the college dean, the advisor, the registrar and the vice president for Academic Affairs of the committee's findings and recommendation(s).

## **Fifth Phase of the Appeal Procedure**

1. Should the Grade and Judicial Appeals Committee recommend that a grade be changed, the committee will provide the instructor with a written explanation of its reason and will request that the instructor make the change. Should the instructor decline, he/she will inform the committee and provide an explanation for refusing within five workdays of receiving the request for a change.
2. Within three workdays of receiving notice of an instructor's refusal to change a grade as recommended, the Grade and Judicial Appeals Committee will review its recommendation in light of the explanation provided by the instructor. If the committee still concludes that it will be unjust to allow the original grade to stand, the chair of the committee will, in consultation with the instructor's department chair, appoint two faculty members from the instructor's discipline or a closely related discipline to a review committee.
  - a. The instructor's department chair shall not serve on the review committee.
  - b. The chair of the Grade and Judicial Appeals Committee shall serve as the third member and as chair of the review committee.
  - c. The review committee shall meet within seven workdays of receiving the case. It will consider only whether particular intellectual and pedagogical characteristics of the discipline would require that the original grade be maintained as just. It will base its deliberations only on the written record of the case.
3. The review committee may either uphold or dissent from the decision of the Grade and Judicial Appeals Committee.
  - a. Should the review committee, by majority vote, uphold the decision of the Grade and Judicial Appeals Committee, the chair of the Grade and Judicial Appeals Committee will recommend in writing to the instructor's immediate administrative superior that the grade be changed, with copies of the recommendation sent to the vice president for Academic Affairs, the student and the instructor. That administrative superior may then change the grade, notifying the vice president for Academic Affairs, the chair of the committee, the instructor and the student of whatever action he/she takes on the recommendations.



# OTHER ACADEMIC POLICIES AND SUPPORT

- b. Should the review committee, by majority vote, dissent from the decision of the Grade and Judicial Appeals Committee in support of the instructor, it will provide a detailed rationale to the Grade and Judicial Appeals Committee, which may then rescind or reaffirm its decision.
  - i. Should the committee rescind in support of the instructor, the department chair, the college dean, the vice president for Academic Affairs, the instructor and the student will be informed in writing of the recommendation that the original grade stands.
  - ii. If the committee reaffirms its original decision to recommend changing the grade, the chair will notify the administrative superior to proceed with the grade change. The department chair, the college dean, the registrar, the vice president for Academic Affairs, the instructor and the student will be informed of the recommendation that the grade be changed.
4. The Grade and Judicial Appeals Committee will then hear no further appeals from either side.

## **Appeals from Student Conduct Board/Administrator or Honors Council**

Decisions of the student conduct board/administrator or honors council may be appealed to the Grade and Judicial Appeals Committee. An appeal must be made in writing to the office of the vice president for Student Affairs, within three university business days of receipt of the original written decision. The appeal must be made in writing stating the reason. The decision and judgment of the Faculty Senate will be binding. No further appeal will be available. This committee acts on all such appeals on behalf of the Faculty Senate. A student may appeal according to the following procedure:

1. The student will submit to the vice president for Student Affairs a letter explaining the reason(s) for appealing the decision.
2. The vice president for Student Affairs will notify the chair of the Grade and Judicial Appeals Committee that the student is appealing the decision and will provide the following items for the committee:
  - a. The student's letter of explanation;
  - b. The case file; and
  - c. The recording of the hearing made by the honor council.
3. Upon receipt of these items, the committee chair will promptly call a meeting of the committee to review the appeal. The committee may seek additional information and advice.
4. The committee will proceed according to the following sequence:
  - a. The chair assures that appropriate committee members are present.
  - b. In executive session, the chair reviews the role of the committee and the basic process to be followed. The committee members then review the items submitted by the student. (see #1–2)
  - c. The chair presides over the committee during its deliberations. The final decision of the committee is based on a motion, second and a simple majority vote.
5. Within five workdays after the meeting, the committee chair will notify the student, the vice president for Student Affairs, the vice president for Academic Affairs, the appropriate judicial body and all other involved parties of the committee's recommendation(s).

## **Appeals Related to Academic Honors and Other Graduation Awards**

Honors recognized at commencement are based on the cumulative Lander University GPA that the student has earned at the end of the graduation term. Students must have earned at least 60 credit hours at Lander University to be eligible for

# OTHER ACADEMIC POLICIES AND SUPPORT

any academic honor. Graduation honors are not awarded to graduate-level students. Students who are granted academic renewal are disqualified for graduation with honors. Summer graduates will be recognized for honors in the December ceremony.

**Latin Designations** — All coursework taken at Lander University will be included in the calculation of the GPA for graduation with honors and students must have earned at least 60 credit hours at Lander University to be eligible for Latin Honors. Students may have no more than one failing grade or one repeated course to be eligible for Latin Honors.

Summa cum laude:	A cumulative GPA of 3.9–4.0; will receive a silver and gold honor cord.
Magna cum laude:	A cumulative GPA of 3.75–3.89; will receive a gold honor cord.
Cum laude:	A cumulative GPA of 3.5–3.74; will receive a silver honor cord.

**Golden L Award** — Awarded to students who have earned a cumulative GPA of at least 3.5 in the last 60 hours of work through Lander University. Coursework graded on a "Pass/ Fail" scale may not be used to meet the required hours or to meet the GPA requirement. Should hours be drawn from part of a semester's work, the GPA hours from the course(s) with the highest grades from that semester, regardless of the hours earned in the course(s), will be used for the calculation.

**4.0 Medalists** — Awarded to students who graduate with a 4.0 cumulative Lander University GPA given that the student has earned at least 60 credit hours at Lander University. Students will receive a gold medallion on a white ribbon to wear at the ceremony.

**The Thayer Award** — Given to the student graduating with the highest cumulative Lander University GPA, given that the GPA is at least 3.75 and that the student has earned at least 60 credit hours at Lander University. If more than one student is qualified, the student with the most earned semester hours at Lander University will be the recipient

## Larry A. Jackson Library

In order to meet the research needs of a variety of majors, Library Services offer students a robust collection of both print and online sources. Research consultation services are available in person at the circulation desk or by special appointment through the Reserve-a-Librarian service. Self-help research pathfinders for each area of study are offered online through the web guides link on the library home page. Group and individual study rooms are available for reservation through the library Book-a-Room service. The larger rooms are equipped with white boards and white board markers are available for check-out at the circulation desk. Photocopying of paper and microform items are done on a self-serve basis. Faxing is also available. A current Lander ID is required to borrow books and other items. Materials may be borrowed for up to one semester at a time and can be renewed up to three times as long as there are no holds on the item. E-books are available for a 14 day download. Books can also be borrowed from other South Carolina universities via the PASCAL delivery service.

The library imposes a \$100 minimum lost material fee assessed for all items not returned. The fee includes cost of material and physical processing. If the replacement cost is more than the minimum, the borrower may have to pay a higher fee. A registration hold will be placed on all outstanding library accounts. This will prevent the registration of and withdrawals from any classes, as well as prevent any transcripts or diplomas from being issued until all fees are paid in

# OTHER ACADEMIC POLICIES AND SUPPORT

full. Holiday and summer hours are posted on signs in the library and are listed on the library's web page. More information about library services and policies is available online at <https://www.lander.edu/academics/jackson-library>.

## Computer Commons

The Computer Commons (a mixed-use computer lab, printing/scanning station, and collaboration space) is located on the lower level of Jackson Library. Hours of operation mirror Jackson Library hours. Information about the Computer Commons can be found online here: <https://www.lander.edu/about/information-technology-services/student-resources/computer-labs>. Questions about the Computer Commons and available resources may be directed to the ITS Help Desk at 864-388-8234.

## The Academic Success Center

The Academic Success Center (ASC) (Genesis Hall, 864-388-8308) provides free tutorial services in most freshman and sophomore level courses and many upper-level courses. The ASC tutoring services are available weekdays as well as evenings and are provided by peer tutors, each of whom has faculty recommendations. Appointments may be made online at: <https://www.lander.edu/academics/academic-success/academic-success-center>.

Email: [asc@lander.edu](mailto:asc@lander.edu)

**The Academic Success Center** (Genesis Hall, 864-388-8308) provides campus-wide advisor training for faculty, provides academic advising to incoming transfer students, and advises first year students and students who fall into high-risk categories. As part of the Academic Success Center, the Advising Coordinator is available Monday-Friday.

Email: [gbethea@lander.edu](mailto:gbethea@lander.edu) (Academic Success Advisor — Special Groups)

**The Writing Center** (LC 347, 388-8250) is part of the Department of English and Foreign Languages. Students may refer themselves to this service or may be referred by a counselor, advisor or professor. Help is available for students wanting or needing to improve writing skills, to correct basic writing problems or to improve writing at any level, to organize reports or research papers, or to write essay test answers. Services are available by appointment and on a drop-in basis.

Email: [bcuenin@lander.edu](mailto:bcuenin@lander.edu)

The ASC provides practice testing and tutoring for PRAXIS and TEAS tests which are required for admission and or continuation for certain majors. Current materials are kept on hand and tutors can assist students with questions they may have. Students should come to the ASC in Genesis Hall to inquire about the tutoring process for these tests.

**Student Academic Success Program (SASP)** helps students who are on academic probation improve their GPA by repeating course work, attending tutoring, and enrolling in a study skills enhancement course. All students on academic probation will receive written communication about this program and should report to the Academic Success Center (Genesis Hall) before the deadline to add classes for each term of their probation.

Email: [gbethea@lander.edu](mailto:gbethea@lander.edu)

# OTHER ACADEMIC POLICIES AND SUPPORT

## Early Alert Program

The purpose of the Early Alert Program is to encourage faculty to be proactive in resolving any academic difficulty. Faculty can easily access the Early Alert system, which is connected to their class rosters each term. On this form the professor may choose several areas of difficulty or concern: absences, low test scores, not completing homework, or disruptive behavior for follow up.

## First Year Advisors

All new incoming freshmen will be assigned a first year advisor for their designated major. The mission of the First Year Advisors is to engage first-year students in clarifying their educational goals and offering academic and social direction through an enriched, proactive advising model. The first year advisors are a vital retention program in the Academic Success Center. Students will remain with the freshman advisors for two terms before moving to faculty advisors in their respective academic department.

## TRiO Program

The Student Support Services PASSport program is a federal TRiO grant program designed to help students stay in college, achieve success in their chosen majors and graduate. It also helps facilitate the transition from one level of higher education to the next. Aimed at low-income and first-generation college students and students with disabilities, the program is funded at Lander University by a renewable five-year grant from the U.S. Department of Education. Student Support Services is one of eight federal TRiO programs, which began in 1964 with the Economic Opportunity Act. Access online at <https://www.lander.edu/academics/academic-success/student-support-servicestrio>.

Email: [lglover@lander.edu](mailto:lglover@lander.edu)

## EYE Program

The Experience Your Education (EYE) Program is an experiential learning program at Lander University designed to provide students with the opportunity to use academic knowledge to address real-world challenges in an authentic context. The program includes internships, co-ops, service learning, study abroad experiences and course-embedded projects. Earning EYE Program credit is a great way for graduates to show a potential employer that they have real world skills and experience that may make them more competitive in the job market. *\*NOTE: EYE credit is not a graduation requirement and does not affect a student's degree requirements for graduation. Students earning 120 EYE credits will receive the Golden EYE Award at graduation.*

There are two ways to participate in the program:

1. The approved EYE Program activities listed under Approved Activities on the EYE Program website, <https://www.lander.edu/student-life/career-services/eye-program> may provide opportunities to earn EYE credit. Students interested in earning EYE credit should contact the faculty mentor for information about the EYE activity associated with the course. The faculty mentor will work with the student throughout the activity to see that the expectations of the EYE Program are met and the credit is earned. Students should check the EYE Program website periodically for additional activities that will be added as they are approved. Note: enrollment in these courses does not guarantee EYE credit. The student must work with the faculty mentor to earn the credit. Also, some of the activities listed are upper-level courses and may have prerequisites.

# OTHER ACADEMIC POLICIES AND SUPPORT

2. Look at the courses you plan to take or other activities you plan to be involved in and discuss possibilities for EYE Program credit with your instructors or the director of the EYE Program. Other activities might include internships, co-ops, service learning and study abroad. The process of approving and adding activities to the approved activities list will continue as new activities are identified or created. Students having questions about this program should contact the director of the EYE Program.

Email: [jcolbert@lander.edu](mailto:jcolbert@lander.edu)

## **Cooperative Education**

The Cooperative Education program, known as Co-Op, allows students to earn elective course credit while working in a job related to their major. Plans for Co-Op should be made well in advance with the company and director of Cooperative Education at Lander. An application process is required, as well as course tuition.

Email: [jcolbert@lander.edu](mailto:jcolbert@lander.edu)

# FINANCIAL AID

## FINANCIAL AID

### Financial Obligations

Students are expected to meet all financial obligations to the university. Transcripts of students who have a debt with the university will not be released to them or any agency or institution. The university will not act as a collection agency for individuals, agencies, businesses or organizations.

### Financial Aid Assistance

Financial assistance is necessary for many students to be able to pursue a higher education. While the process may seem overwhelming at times, please read the information carefully and remain in constant contact with the Financial Aid office if you have any questions about your status. Limited information regarding financial aid is provided in the university catalog and student handbook; for details and the most current information concerning financial aid at Lander University, please visit <https://www.lander.edu/admissions/tuition-financial-aid>. For information regarding the S.C. state scholarship programs (Palmetto Fellows, LIFE, HOPE, National Guard College Assistance Program), please visit the S.C. Commission on Higher Education website at <http://www.che.sc.gov>.

### Application Process

Lander University uses the Free Application for Federal Student Aid (FAFSA) to award all federal and state sponsored financial aid programs, which include grants, work-study, student loans and parental loans. No additional institutional application is necessary; however, the Financial Aid office may require supplementary information during the awarding process. Students are encouraged to respond to all requests for information in a timely manner. The FAFSA must be completed for each academic year that aid is requested. The Financial Aid office awards aid upon receipt of the results of the FAFSA throughout the academic year. However, students whose FAFSA results are received by the priority deadline of Nov 1, proceeding the fall term, will be considered for all aid programs. Funding is limited for students whose applications are received after the priority deadline so students are strongly encouraged to file the FAFSA electronically and follow up immediately with required documents in order to complete their file by the Nov 1 priority deadline. Students who submit documents after Aug 1 for the upcoming fall semester must make payment arrangements until these documents are processed. The deadline for documents to be submitted for the spring semester is Nov 1.

### Types of Aid

Scholarships and grants are gift aid and do not require repayment. Work programs allow the student to work part time and receive payment for hours worked. Loans must be repaid, but students are not required to do so until six months after they drop below half time or cease to be enrolled. While payments are not required while enrolled at least halftime for unsubsidized student loans, interest accrues while the student is in school unless it is paid. In order to qualify for federal funds, a student must meet the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA). In addition, students must be enrolled at least halftime for most programs. The FAFSA can be completed online at <http://www.Fafsa.ed.gov>. A brief description of the federal programs can be found on the FAFSA website. A more detailed description of the financial aid process and programs is available online at <http://studentaid.ed.gov>.

The most common programs at Lander University are:

1. Federal Pell Grant

# FINANCIAL AID

2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Federal Work-Study
4. Federal Direct Student Loans (Subsidized and Unsubsidized)
5. Federal Parent Loan to Undergraduate Students (PLUS)
6. S.C. Palmetto Fellows Scholarship
7. S.C. Legislative Incentives for Future Excellence (LIFE)
8. S.C. HOPE Scholarship
9. S.C. Need-Based Grant
10. S.C. Teaching Fellows Program
11. S.C. Teachers Loan Program
12. S.C. Air and Army National Guard College Assistance Program (CAP)
13. Lander Foundation and other university scholarships
14. VA Benefits

## Satisfactory Academic Progress

In addition to maintaining all general federal aid requirements, students receiving all federal funds and most state funds must maintain satisfactory academic progress in order to receive these funds. Certain programs have more stringent requirements than those listed. In order to maintain satisfactory progress and continue to receive assistance, a student must meet the criteria in three distinct areas listed below.

### 1. Quantitative Evaluation (Completion Ratio)

The quantitative evaluation requires that all students pass a percentage of ALL attempted hours. The percentage is calculated by dividing the overall passed hours by the overall attempted hours ( $\text{Passed} \div \text{Attempted} = \text{Ratio}$ ).

Passed hours include transfer hours for which a student may or may not receive earned hours toward graduation at Lander. This standard is designed so students may reasonably complete their degree within the required maximum time frame. The minimum standards are outlined below:

Overall Hours	Minimum Completion Ratio Required
0–29	50%
30–59	58%
60+	67%
Graduate	67%

*\*Attempted hours include pass/fail courses, withdrawals, repeated courses and failed courses. Summer hours are included. All transfer hours attempted from all institutions (including withdrawals or failing grades) and hours for which a student did not receive financial aid are counted. Courses which are dropped during the regular drop/add periods and are not reflected on the academic transcript are not counted.*



# FINANCIAL AID

## 2. Qualitative Evaluation (GPA)

The qualitative evaluation requires that students maintain a minimum level of academic achievement. The current levels of academic achievement are provided below:

Cumulative Hours Passed	Minimum Cumulative Grade Point Average Required
0–29	1.7
30–59	1.9
60+	2.0
Graduate	2.0

## 3. Time Frame Evaluation

The time frame evaluation limits the length of time that undergraduate students can receive federal and state funding to complete degree requirements. An undergraduate student cannot be eligible for federal or state aid after attempting more than 187 hours. A student who cannot mathematically finish their program within the maximum time frame is not eligible for aid. For example, a transfer student has attempted 150 credit hours but still needs 60 hours to complete their degree requirements at Lander; they are not eligible because they only have 37 credit hours remaining before reaching the 187 maximum. This standard applies to all undergraduate degree candidates, including second-degree students, and includes transfer hours from ALL prior institutions. See #1 on the previous page for a definition of hours counted as attempted hours. Undergraduate students who are enrolled in a program of study requiring more than 125 hours for completion of the degree may appeal for an extension of the time frame. Graduate students must complete all degree and graduation requirements within 54 credit hours.

## Satisfactory Academic Progress Evaluation Procedure

Evaluation is conducted after spring grades are official each academic year. Satisfactory academic progress evaluations must take into consideration ALL periods of enrollment, including periods in which the student did not receive financial aid. Students who do not meet the criteria at the end of an academic year will no longer be eligible for aid – THERE IS NO WARNING PERIOD. Students who fail to meet the satisfactory academic progress standards are not eligible for federal or state aid until such time as they meet the standards. Students who fail to meet the satisfactory academic progress standards will be notified by the Financial Aid office. Information on the appeals process will be included with the notification.

Evaluation for the Time Frame criteria will be conducted throughout the year. Students will be notified if they are not eligible to receive funds in future terms or warned if they are approaching the time frame limits. Transfer grades and credits are evaluated at the time of receipt for students transferring into Lander University. ALL transcripts from ALL prior institutions must be received and articulated before any financial aid or satisfactory academic progress appeals can be processed. Transfer students must meet the above satisfactory academic progress standards to be considered eligible for aid.



# FINANCIAL AID

## **Appeals to Satisfactory Academic Progress Decisions**

All students who are denied aid due to failure to maintain satisfactory academic progress may appeal in writing to the Financial Aid office. Completed appeal forms must be received by the date specified in the notification to the student. If the Financial Aid office determines that mitigating circumstances prevented a student from maintaining satisfactory academic progress and those circumstances have been resolved, the student may be allowed to continue eligibility for one probationary term at a time or until the student is making satisfactory progress.

Students who are enrolled in a program that requires more than 125 hours to complete the degree may appeal to receive an extended time frame. The extended time frame may vary depending upon the program, but will not exceed 150% of the program length as published in the catalog or documented by the department chair.

All appeals must include an academic plan (signed by an advisor) detailing an anticipated graduation time frame and in some cases may restrict students to specific courses or enrollment loads.

## **Repeat Course Work**

Students are allowed to repeat a course in which they receive a grade of D or better, once. Courses that have been passed twice with a D or better will not be included in the enrollment status for future terms and MAY cause a student's aid to be reduced to the appropriate enrollment level (3/4 time or 1/2 time). If this reduction causes a student to be less than 1/2 time, he or she will not be eligible for aid that term. If a student is enrolled full time without the repeated class, no adjustments will be required (12 credit hours is required for full-time status).

## **Adjustments to Aid**

Lander University reserves the right to adjust any aid awarded based on verification of eligibility or enrollment status. Further, at any time that new, corrected, or additional information becomes available, Lander University reserves the right to review any aid for accuracy and eligibility and to make adjustments as necessary. If transcripts received after the beginning of the term cause students to not adhere to the satisfactory academic progress policy, the student will be liable for any aid already received for that term. Total aid (including scholarships, grants, loans and Federal Work-Study) is limited to the student's Cost of Attendance (COA) as determined by the Financial Aid Office.

## **Installment Payment Plan**

The university offers a semester installment payment plan that divides the charges for tuition, fees, room and board into four equal installments each semester. The installment plan is not available for summer terms. Information on this plan is available from the Business office website <https://www.lander.edu/about/offices-departments/business-administration/business-office/installment-plan>.

## **Mail and Email**

The Financial Aid office uses the official Lander email address for communications with students about awards, requirements and most other aid-related issues. On occasion, letters may be sent to the address of record. Students are responsible for checking their Lander email regularly (at least once per week) and maintaining their email accounts and mailing addresses consistent with university policy. Failure to receive an email or a mailing sent by the Financial Aid office is the responsibility of the student.

# FINANCIAL AID

## Return of Title IV Funds

Federal regulations require each educational institution to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. This policy is effective only if the student completely terminates enrollment (i.e. cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. All returned funds will be distributed back to the aid programs in the order prescribed by law. The amount of refunded fees for students who withdraw will be calculated based on the percentage of the aid earned before separation as outlined in federal law. Students who may be eligible for post-withdrawal disbursements will be notified in writing. Students may contact the Business office for details or visit <https://www.lander.edu/about/offices-departments/finance-administration/business-office>.

## Student Work Programs

Many part-time student jobs are available each year from the Federal Work-Study Program and Lander's student assistant work program. Students interested in seeking employment on campus should check employment postings and procedures on the Financial Aid website at <https://www.lander.edu/admissions/tuition-financial-aid/work-study-programs>.

## Summer School Aid

Aid for summer school is based on unused eligibility from the academic year immediately preceding summer enrollment. Students who wish to be considered for summer aid must have a current FAFSA on file and must complete a separate, one-page application in the Financial Aid office. Summer aid applications are available by March 1 each year and are processed in the order in which they are received. Students should plan in advance to reserve aid eligibility if they know they must attend summer school. Most summer aid eligibility requires enrollment in at least six hours over the course of the summer. Students are not eligible to receive aid for enrollment at another institution (limited exceptions for study abroad apply). Contact the Financial Aid office for more information regarding aid for summer school.

## Scholarships

Institutional awards are contingent upon funding. All scholarship awards require full-time enrollment at Lander University unless otherwise specifically stated in the terms of the awards contract. Students may not receive scholarships for semesters in which they are enrolled less than full time, nor will semesters of ineligibility be extended to the end of the academic career. Scholarships apply to the academic year only, exclusive of summer school, except where otherwise stated. Students may never receive financial aid (including, but not limited to: grants, scholarships, loans and Federal Work-Study) that exceeds the total Cost of Attendance (COA) for the academic year. Students must remain in good standing with the Lander Honor Code, as outlined in the student handbook.

## Scholarship Eligibility Policy

1. Incoming Freshmen: Lander academic scholarships are awarded to high school seniors who have been accepted for admission and demonstrate academic merit. As awards are made on a first-come, first-served basis and funding is limited, students are encouraged to complete their application for admission by November 15<sup>th</sup>. No separate application is required, but generally students who are admitted and have at least a 3.5 high school GPA (S.C. Uniform Grading Scale) and at least a 22 ACT or an 1100 SAT score (not including the writing portion) will be offered a scholarship.

# FINANCIAL AID

2. Transfer Students: A limited number of scholarships may also be awarded to transfer students entering in the fall who have a cumulative GPA of 3.3 or better with a minimum of 30 earned credit hours, but not more than 90 attempted hours and have a satisfactory completion rate. Students must be admitted and have final transcripts submitted from ALL previous institutions by June 15. These scholarships are contingent upon funding each year.

## **Scholarship Renewal Policy**

There are certain standards for renewal of Lander scholarships. Recipients generally must complete 24 semester hours each academic year, excluding summer school, unless otherwise specifically stated in the terms of the awards contract. Recipients of all scholarships must maintain a cumulative GPA of 3.0, unless otherwise specifically stated in the terms of the awards contract. If a scholarship is renewable and the student maintains the required academic standards, the scholarship will be renewed automatically. Renewals are made in the summer of each year for the upcoming year. Students who fail to meet the renewal requirements will be granted the opportunity to appeal in writing. Scholarships are awarded for up to, but never exceeding, four years from the initial term of college enrollment. Academic departments may disclose separate renewal criteria for departmental scholarships in the written scholarship contract.

# STUDENT SERVICES AND APPLICABLE POLICIES



Dr. Boyd Yarbrough  
*Vice President for Student Affairs*

Dear Students,

It is my pleasure to welcome you to Lander University. During your time here, I encourage you to take an active role in your education and in our community. Lander celebrates that life outside of the classroom plays an important role in the development of the whole person. It is our mission to create and support a learning community that challenges individuals to transform themselves, as well as the world around them.

Our faculty and staff anticipate great accomplishments from you, as we hope you expect the same from yourself. Strive for excellence, reflect upon your goals, and use your talents and energy to service others and better your community. All members of the Lander faculty and staff encourage you to take advantage of as many opportunities as possible to enhance your mind, body and spirit. We will assist and support you throughout your journey.

The University policies and procedures as outlined in the *Student Handbook* are intended to inform you of the expectations Lander University has for its students. As part of your acceptance into Lander, you have expressed consent to adhere to the policies and procedures outlined in this handbook, as well as other University publications.

If you need assistance from any member of the Student Affairs staff, please stop by our offices in the Grier Student Center and we will be happy to meet with you.

Best wishes for a productive and enjoyable experience.

Sincerely,

*Boyd Yarbrough*

Dr. Boyd Yarbrough  
Vice President for Student Affairs

# STUDENT SERVICES AND APPLICABLE POLICIES

## STUDENT SERVICES AND APPLICABLE POLICIES

### Division of Student Affairs Staff Listing

#### Office of the Vice President for Student Affairs

<u>Name</u>	<u>Job Title</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Boyd Yarbrough	Vice President for Student Affairs	Grier Center, 345	388-8239	byarbrough@lander.edu
Pam Bartley	Administrative Assistant to the Vice President For Student Affairs	Grier Center, 348	388-8240	pbartley@lander.edu
Tracy Clifton	Assistant Vice President for Student Affairs, Executive Director of Student Development and Outreach, Interim Title IX Coordinator	Grier Center, 347	388-8055	tclifton@lander.edu
Cindy Dysart	Executive Director of Student Affairs Business Operations and Family Liaison	Grier Center, 342	388-8061	cdysart@lander.edu
Matthew Gilstrap	Executive Director of Student Life and Engagement	PEES, 242	388-8313	mgilstrap@lander.edu
Jalysa Green	Director of Student Conduct, and Community Standards, Deputy Title IX Coordinator for Students	Grier Center, 346	388-8905	joconner@lander.edu
Joe Franks	Director of Assessment and Retention Strategies	Grier Center, 336	388-8749	cdysart@lander.edu
Rebecca Reeder	Administrative Assistant, Student Development & Outreach	Grier Center, 348	388-8403	rreeder@lander.edu

### Campus Recreation

<u>Name</u>	<u>Job Title</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Daniel Yeargin	Assistant Director of Campus Recreation, Fitness & Wellness, Fitness Center Manager	PEES, 260	388-8756	dyeargin@lander.edu

### Career Services

<u>Name</u>	<u>Job Title</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Amanda Morgan	Director of Career Services	Grier Center, 344	388-8971	asmorgan@lander.edu
Courtney Carpenter	Administrative Assistant	Grier Center 343	388-8404	ccarpenter1@lander.edu

# STUDENT SERVICES AND APPLICABLE POLICIES

## Housing & Residence Life

<u>Name</u>	<u>Job Title</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Zach Helms	Director of Housing & Residence Life	Grier Center, 318	388-8709	ehelms@lander.edu
Catherine Covar	Assistant Director for Housing Business Operations and Assignments	Grier Center, 323	388-8174	ccovar@lander.edu
Megan McCartney	Assistant Director of Residential Living and Learning	Grier Center, 325	388-8564	amccartney@lander.edu
Tobi Bourne	Customer Relations and Specialized Assignments Coordinator	Grier Center, 315	388-8485	tbourne@lander.edu
Ebonee Dendy	Area Coordinator	Grier Center, 320	388-8241	edendy@lander.edu
Alex Drake	Area Coordinator	Grier Center, 322	388-8906	adrake@lander.edu
Seth Mundy	Residence Hall Office Manager	Bearcat Village, J7	223-8800	smundy@lander.edu

## Student Activities

<u>Name</u>	<u>Job Title</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Demario Watts	Director of Student Activities	Grier Center, 340	388-8244	dwatts@lander.edu
Emily Weeks	Assistant Director of Student Activities and Greek Life	Grier Center, 339	388-8162	eweeks@lander.edu

## Student Wellness Center

<u>Name</u>	<u>Job Title</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Kim Shannon	Executive Director of Wellness and Holistic Support	Genesis Hall	388-8885	kshannon@lander.edu
Bobbi Booraem	Administrative Specialist	Genesis Hall	388-8885	bbooraem@lander.edu
Justin Brewer	Director of Counseling Services	Genesis Hall	388-8885	jbrewer@lander.edu
Evelyn Glenn	Counselor	Genesis Hall	388-8885	eglenn@lander.edu
Kim Williams	Director of Health Services	Genesis Hall	388-8885	kwilliams@lander.edu
Helen Yonts	Counselor	Genesis Hall	388-8885	hyonts@lander.edu
Sarah Grant	Nurse	Genesis Hall	388-8885	sgrant@lander.edu

# STUDENT SERVICES AND APPLICABLE POLICIES

## General Rights/Responsibilities Statement

As citizens, Lander University students are entitled to enjoy the rights and freedoms afforded any citizens. This includes federal, state and city ordinances. Students are encouraged toward active learning, open inquiry and the free expression of informed opinion. Students at Lander University are, however, responsible for meeting the requirements of a course of study according to the standards and procedures established by the faculty. The academic evaluation of a student is based strictly on his or her performance in the classroom.

## LU Family Connections

Lander University Family Connections strives to create an inclusive network between the University and family members of current, incoming, and prospective students. Goals of Lander University Family Connections include:

- Creating strong partnerships and open personal lines of communication between families, students, and LU;
- Assisting families through the college transition by providing support and information;
- Encouraging families to become involved members of the University community; and
- Offering inclusive opportunities for families to aid in the success of their student.

Cindy Dysart, family liaison for the division of Student Affairs

Email: [lufamilyconnections@lander.edu](mailto:lufamilyconnections@lander.edu)

Office: Grier Center 342

Phone: 388-8061

## Bearcat Shop

The Bearcat Shop is located in the heart of the campus, in the Grier Student Center. We stock the required course materials selected by your instructor. The Bearcat Shop offers textbooks in a variety of possible formats – new, used, rental, eBooks and digital cards. We host textbook buy back each semester during exams. The Bearcat Shop is the official supplier of all things Lander and Bearcat related (hats, t-shirts, sweatshirts, cups, mugs, notebooks, binders, etc.). We offer cold drinks, snacks, school and art supplies, health and beauty supplies, and over-the-counter medication. We accept the following payment options: cash/check, credit/debit cards, Bearcat Shop gift cards and financial aids funds (must have your Lander ID). Our refund policies are posted in the Bearcat Shop, on our receipts and on our webpage. We welcome you to Lander University and look forward to helping you in your educational journey. Do not forget you can shop online at <https://www.lander.edu/student-life/bearcat-shop>.

Jeffrey Hopkins, manager

Email: [jhopkin@lander.edu](mailto:jhopkin@lander.edu)

Office: Grier Center 241

Phone: 388-8384

Hours: Monday – Friday, 8a.m. – 4:30p.m., Saturday hours based on campus events

## Commuting Student Services

The Student Affairs staff is available to assist commuters with any questions or concerns. We encourage commuters to become acclimated to all of the services described throughout this handbook. Further, additional resources can be found on the following website: <https://www.lander.edu/student-life/commuter-students>.

# STUDENT SERVICES AND APPLICABLE POLICIES

## Dining Services

Students residing in university residence halls have the option of an All Access, 150 or 200 Block meal plan. First-year freshmen residing in university residence halls are required to purchase the All Access Dining Plan which provides students access to the Dining Hall as many times as they like during normal operating hours. Each plan comes with Bearcat Bucks to be used in all dining venues throughout the campus. Please access <https://www.lander.edu/student-life/dining-services> for a complete description of the meal plans and the Bearcat Bucks that accompany them. Bearcat Village students must have a meal plan, and may choose from any meal plan including commuter ones.

Your student ID card identifies you as a holder of a meal contract, and must be validated by the Business office. Your student ID card must be presented to the cashier at each meal — a procedure necessary to prevent unauthorized persons from using services for which you have paid. Student ID cards are nontransferable; they are not to be given to another student for any purpose. The student ID card and meal plan may only be used by the owner. Resident students must present their ID card prior to entering the dining hall, and any student transferring his/her ID card to another person is subject to disciplinary actions, which could include suspension from Lander University. Nonpaying students who illegally enter the dining room through the exits may be subject to disciplinary charges and possible civil charges as well. The dining hall is an all-you-can-eat-here facility. The only food removed from the dining hall must adhere to the reusable to-go program.

Attached to all meal plans are Bearcat Bucks. Bearcat Bucks may be used in the dining hall, Twisted Taco, Which Wich, POD Express or Starbucks. Anyone may purchase additional Bearcat Bucks online at the Dining Services website. Questions regarding your Bearcat Bucks may be directed to the director of Dining Services located in the Grier Student Center, Room 366, or by email at [dining@lander.edu](mailto:dining@lander.edu). Bearcat Bucks are put on your Lander ID and used like a debit account.

Commuting students, faculty and staff can dine in the dining hall by paying for their meal with cash, check, credit card or Bearcat Bucks. Commuting students also have the option of purchasing a residential meal plan or one of several commuter meal plans, available through Student Accounts in LC 111, 864-388-8303. Commuter meal plans are purchased per semester. They expire at the end of the semester in which they were bought. Parents, relatives, friends of students and other campus visitors may eat in the dining hall, Twisted Taco, Which Wich, the POD Express or Starbucks anytime.

**Twisted Taco** and **Which Wich** are located on the second floor of the Grier Student Center adjacent to the Johnston Commons. The hours are Monday–Thursday, 10:30 a.m. – 9 p.m.; Friday, 10:30 a.m. – 4 p.m., and Sunday, 4 p.m. – 9 p.m. Cash, credit cards and Bearcat Bucks are accepted.

**Starbucks** is located in the Jackson Library, adjacent to Assembly Plaza. The hours are Monday – Thursday, 7 a.m. – 11 p.m.; Friday, 7 a.m. – 9 p.m., Saturday, 1 p.m. – 9 p.m. and Sunday, 1 p.m. – 9 p.m. Cash, credit cards and Bearcat Bucks are accepted.

**The POD Express** is located in the Atrium of the Learning Center, on the bottom floor. The hours for the POD are Monday – Thursday, 7:30 a.m. – 7:30 p.m., and Friday, 7:30 a.m. – 2 p.m. You may use your Bearcat Bucks, credit cards or cash at this location.



# STUDENT SERVICES AND APPLICABLE POLICIES

## Grier Dining Hall Hours (Monday-Friday)

<b>Hot breakfast</b>	7:15 a.m. – 10:00 a.m.
<b>Continental breakfast</b>	10:00 a.m. – 11:00 a.m.
<b>Lunch</b>	11:00 a.m. – 2:00 p.m.
<b>Lite Lunch</b>	2:00 p.m. – 4:45 p.m.
<b>Dinner (M-R)</b>	4:45 p.m. - 9:00 p.m.
<b>Dinner (F)</b>	4:45 p.m. - 7:30 p.m.

## Grier Dining Hall Hours (Saturday, Sunday)

<b>Brunch</b>	10:30 a.m. – 2:00 p.m.
<b>Lite Lunch</b>	2:00 p.m. – 4:45 p.m.
<b>Dinner</b>	4:45 p.m. – 7:30 p.m.

All catering done on campus must be purchased thru Old Main Catering, a division of Lander University Dining Services. Please visit our website to set up an account and place orders at <http://www.oldmain.catertrax.com/>, or call us at 864–388–8078. From simple cookie and punch orders, to bag lunches, to dinners and banquets — we can do it all for you.

A student who is on a prescribed diet from a physician should contact the Dining Services director at Lander to accommodate their needs. Students who wish to make arrangements for special parties, birthday cakes and any other catering may do so by contacting the Old Main Catering at 388–8078 or email [catering@lander.edu](mailto:catering@lander.edu).

A sick tray will be supplied for residents who are ill and cannot come to the dining hall. This is coordinated through Health Services.

Matt Lugo, director of Dining Services

Email: [dining@lander.edu](mailto:dining@lander.edu)    Office: Grier Center 366    Phone: 388–8723

Old Main Catering

Email: [catering@lander.edu](mailto:catering@lander.edu)    Phone: 388-8078

## Building Codes

Each building on campus has particular initials as a code for that building. (Room numbers are preceded by the identifying code.) These are listed below.

AC – Athletic Complex  
AF – Athletic Fields  
AP – Assembly Plaza  
BH – Barratt Hall  
CC – Culture Center  
CH – Centennial Hall

DI – Dingle Amphitheatre  
GC – Grier Center  
JL – Jackson Library  
LB – Laboratory  
LC – Learning Center  
LL – Laura Lander

MC – Jeff May Complex  
PS – PEES  
RC – Recreation Center  
SC – Science Dept.  
SP – ROTC Building

# STUDENT SERVICES AND APPLICABLE POLICIES

## New Student Orientation

New student orientation, held for all new incoming students, allows students to connect with the university and fellow students, learn about co-curricular opportunities and prepare for a successful transition to Lander. To learn more about New Student Orientation programs at Lander, please visit <https://www.lander.edu/admissions/orientation-programs>.

Shelby Dominick Reed, director of Orientation Programs, director of Special Cohort Outreach & Bridge Programs,  
Email: [sdominick@lander.edu](mailto:sdominick@lander.edu) Office: Grier Center 368 Phone: 388-88LU

## Career Services

Career Services provides assistance, information and resources on career-related topics including: resumes, interviewing, job search strategies, internships, professional etiquette and graduate school. To view available employment opportunities, as well as the complete list of services provided, please visit <https://www.lander.edu/student-life/career-services>.

Amanda Morgan, director of Career Services

Email: [asmorgan@lander.edu](mailto:asmorgan@lander.edu) Office: Grier Center 344 Phone: 388-8971

*For a complete Career Services staff listing, please reference page 44 of this handbook.*

## Campus Recreation and Intramural Sports

The aim of the Campus Recreation program is to provide members of the Lander University community with an opportunity to participate in their favorite type of competition and/or recreation opportunity. The Campus Recreation department is divided into seven areas — Lander Outdoor Adventures (LOA), group exercise classes, sports clubs, general free play in the Chandler Center, disc golf course, outdoor pool and intramural sports. Patrons must have a Lander student, faculty or staff ID, or a valid facilities membership card in order to use the Chandler Center for recreation purposes.

The Lander Outdoor Adventure program offers four or five trips a semester in which students may participate. Trips range from snow skiing and whitewater rafting to paintball and horseback riding. Contact Campus Recreation concerning these programs and any activities suggested. The disc golf course is an exciting recreational opportunity for the Lander community. The discs are sold in the Bearcat Shop and a map of the course can be found online at the disc golf course web page. The course is open seven days a week during daylight hours, which makes it an ideal activity for anyone with some free time to spend relaxing on the links. There is a wide range of intramural activities to choose from year round, including flag football, indoor soccer, volleyball, dodge ball, basketball, sand volleyball, softball and more. All officials for intramural sports are trained students who are employed each semester.

A number of group exercise classes are offered each semester as well. Some of the options the Lander community may have to choose from are as follows: spin, hip-hop dance, yoga, zumba, crossfit and interval/circuit training/bootcamp.

There are currently six active sport clubs on campus — bass fishing (Bearcat Anglers), rugby (men's and women's), baseball, football, competition CrossFit, women's volleyball, water ski, and our running club. These teams compete against other university teams in the southeast and throughout the country or compete in local events as a team. These clubs give the students an opportunity to play at a competitive level without the massive time commitment required by a

# STUDENT SERVICES AND APPLICABLE POLICIES

varsity program. Club sport participants will tell you it is the best of both worlds at college — they get to have a social life and still play a competitive sport.

The outdoor pool is open daily, weather permitting, from mid-April thru mid-September. Children 15 and under must be accompanied by a parent. The pool is open to students, faculty, staff and alumni. Guest passes are allowed for \$5 per day and with the accompaniment of a Lander community member; each person entering the pool area must show a valid Lander ID. The university is not responsible for medical expenses resulting from participation in any campus recreation activity. Students, faculty and staff interested in any activity that campus recreation has to offer should consult the Campus Recreation office. Participation is strictly voluntary and all patrons are encouraged to have personal health insurance.

The Student Fitness Center, located in the Chandler Center, is open to students and faculty/staff throughout the day. The Student Fitness Center does close for academic classes during specified time slots, but otherwise is open to students/faculty/ staff for recreational use over 75 hours throughout the week from 6a.m. – 10p.m. The Student Fitness Center is the latest step in increasing the overall health and wellness of students on campus. The use of the center is free for all current students/faculty/staff.

Matthew Gilstrap, executive director of Student Life and Engagement

Email: [mgilstrap@lander.edu](mailto:mgilstrap@lander.edu) Office: PEES 242 Phone: 388-8313

*For a complete Campus Recreation staff listing, please reference page 44 of this handbook.*

## Lander University Post Office

The post office is located in the Grier Student Center. Resident students are automatically assigned a campus mailbox. To obtain your mailbox number and combination go to [www.lander.edu](http://www.lander.edu), sign into MyLander, click on the Academic Services tab, and click on campus mailbox combination, which is located under Bearcat Web student highlights. All letters and packages MUST have the box number and correct name to be delivered; never use nicknames. Please use the following address template:

Student Name

320 Stanley Avenue # (Box Number)

Greenwood, SC 29649

The service window is for the purchase of stamps, package pick up and to ask questions concerning mail delivery. Students will receive an email notification from Pitney Bowes when packages are ready to pick up. You must bring your Lander ID to the customer service window during normal business hours to claim your package.

If a student moves off campus or is away during the summer, the student is responsible for entering their correct mailing address in Banner. To change or to check your address, log into MyLander, click on the Academic Services tab, click on Banner Self Service, click on personal information and click on View/ Update Addresses and Phones. To make your address changes, click the Update Addresses and Phones link at the bottom of the page, and then follow on-screen instructions. Failure to enter your correct information will result in mail being returned to the sender. We will forward mail for up to three months from the date of mailbox inactivation.

Michelle Weeks, Post Office Manager

# STUDENT SERVICES AND APPLICABLE POLICIES

Email: [mweeks@lander.edu](mailto:mweeks@lander.edu) Office: Grier Center 236 Phone: 388-8754

Service Window Open: Monday – Friday, 9 a.m. – 1 p.m.; 2–4 p.m.

## Lander University Police Department

The Lander University Police Department is directed by the chief of University Police under the Division of Business and Administration, headed by the vice president for Business and Administration. The primary objectives of the Lander University Police Department are to ensure the safety and welfare of the students, faculty and staff of Lander University and to provide an atmosphere free of disruptions and interference to the learning experience. Service to the individual and the university community is its continuing goal. University Police is charged with enforcement of federal, state and local laws, university rules and regulations, and administering the university vehicle registration and parking policies. Police officers are appointed state constables by the governor of South Carolina and are fully certified police officers with statewide authority. The department also employs police officers from other agencies on a part-time basis. This office operates on a 24-hour-a-day basis, with officers on duty at all times. *\*Reference Safety and Security section for additional information.*

### Programming

The Lander University Police Department utilizes both reactive and proactive measures in its efforts to reduce crime on the campus. In addition to the deterrent effect of regular uniformed foot and vehicle patrols of the campus, the University Police Department emphasizes community awareness and interaction through the dissemination of crime prevention materials and by sponsoring programs for the campus community. Student groups or individuals who desire additional information or crime prevention material or who would like to schedule a program are encouraged to contact the Lander University Police department's crime prevention officer or the chief of University Police at 8222.

### Vehicle Registration and Parking/Traffic Regulations

In order to maintain an orderly traffic flow and to assure fair and equal access to parking on the Lander University campus, the following parking regulations have been established. Our goal in developing these regulations is to make parking on campus as convenient and uncomplicated as possible. Your adherence to these regulations will help us to meet this goal. Parking on the Lander campus will be zoned parking for all residence halls during the hours of 7 a.m. – 5 p.m. Each residence hall will have a permit with a designated color and the residence hall initials on the permit. The faculty, staff and commuter students will be allowed to park in all other parking lots on campus. Students and faculty/staff members whose vehicles are brought on campus are held responsible for any citations issued to that vehicle regardless of who may have been actually operating the vehicle at the time of the citation.

Handicapped space	\$100
Parking in a fire lane	\$50
Careless driving	\$50
Parking in a service and delivery space	\$35
Parking in a visitor's space	\$35
Parking in a reserved parking space	\$75
Parking in a yellow zone/improper parking	\$25
No parking permit	\$25
Fraudulent use of a parking permit	\$25

# STUDENT SERVICES AND APPLICABLE POLICIES

## **Parking Permits**

Parking permits are required between the hours of 7 a.m. and 5 p.m., Monday-Friday, whenever the university is open. All vehicles parked on campus during these times must be properly registered and display a current parking permit. The permit should be displayed on the rear window, driver's side. Student permits cost \$50 per semester. Students wishing to purchase a parking permit for the entire year, including summer sessions, may do so during the fall semester for a cost of \$100. Student parking permits for summer sessions, when purchased separately, cost \$10. Students who wish to purchase more than one permit may do so at a cost of \$50 per additional permit. It is a violation of this policy for anyone to obtain additional parking permits and transfer them to persons outside of their immediate family. Anyone found to be in violation of this policy will be subject to a fine of \$25. Temporary parking permits, guest parking permits and temporary handicapped parking permits are available free of charge at the University Police Department 24 hours a day for students and others who are using an unregistered vehicle on campus. No more than two temporary parking permits will be issued to any individual who does not purchase a parking permit. Temporary parking permits are issued for a maximum of one week and handicapped permits are issued for a maximum of two weeks. To obtain a temporary handicapped parking permit for longer than two weeks, a signed statement from a physician must be furnished to the University Police Department. These permits are valid only on the Lander campus. All temporary handicapped parking permits must be renewed annually, including a new physician's statement dated within 30 days of the renewal application.

## **Loading/Unloading**

Individuals wishing to park in areas other than a designated parking space in order to load or unload their vehicle must first call the University Police Department at 864-388-8222 to obtain approval. There is a fifteen minute time limit for parking in this manner. Under no circumstances are handicapped parking spaces, yellow zones or landscape to be used for loading or unloading vehicles.

## **Visitor Parking**

Visitor's spaces are enforced between the hours of 7 a.m. and 5 p.m., Monday-Friday, whenever the university is open.

## **Towing Zones**

Certain areas of the campus are designated as towing zones. These areas are clearly marked. Vehicles parking in these areas will be towed at the owner's expense. Vehicles will also be towed in cases where they are abandoned, disrupt the normal traffic flow, damage landscape or create a traffic hazard.

## **Motorcycles/Mopeds/Motorized Vehicles**

Motorcycles, mopeds and any other type of motorized vehicles (with the exception of motorized wheelchairs) are subject to the same vehicle registration and parking regulations as any other motor vehicle. Motorcycles, mopeds and any other type of motorized vehicles are to be parked only in designated parking spaces. They are not to be in any buildings (including residence halls), on sidewalks or on the landscape, and are subject to be impounded by University Police. Further, motorcycles, mopeds or any other type of motorized vehicles are not to be driven in any area of the campus, other than the streets and parking lots. They are not to be driven on sidewalks or in any other pedestrian traffic areas. Lander University vehicles, in performance of official duties, are exempt. For special events, permission may be obtained by contacting the chief of University Police.

# STUDENT SERVICES AND APPLICABLE POLICIES

## Citation Appeals

Whenever one feels that he/she has been improperly charged appeals of parking citations and towing charges may be made to the traffic committee within 10 working days of the citation. Appeal forms are available in the University Police office and on the University Police portion of the website. The person submitting the appeal will be advised of the appeal results via email.

## Careless Driving

It shall be unlawful for any person to operate a vehicle in a careless manner upon the Lander campus. Any person who drives any vehicle in such a manner as to indicate thoughtlessness, inadvertence, indifference and freedom from care, is careless driving. The maximum legal speed on university property is 15 miles per hour throughout campus. *NOTE: State citations may be issued for any violation at the officer's discretion. State citations will be paid through the City of Greenwood Municipal Court.*

## Housing Courtesy

Students who are locked out of their rooms may call University Police (8222) for assistance. University Police will assist students in unlocking their room as a courtesy, one time only. Thereafter, there will be a \$5 charge for unlocking doors and the Housing office will be notified. Students will be asked to identify themselves before a room is unlocked. Except for university officials, University Police personnel will not open a residence hall room for anyone who does not live in that room.

## Lost and Found

Lost and found services are provided in the Lander University Police Department. All articles found by students, faculty or staff should be turned in to this office. **All unclaimed items will be disposed of at the end of each semester.**

Greg Allen, chief of University Police

Email: [gallen@lander.edu](mailto:gallen@lander.edu) Office: Genesis Hall Phone: 388-8222

Emergencies: 8911 (on-campus calls only) or 911

Cell phones must use 864-388-8222, even for emergencies

## Alcohol at Approved Events

Lander University permits the sale or use of alcoholic beverages only at limited, preapproved events. The serving of alcoholic beverages during any selected special events must be preapproved by the appropriate university officials and adhere to federal, state and local laws regarding the sale, distribution, possession and consumption of alcohol. Possession and consumption of beer, wine and distilled spirits is prohibited with the exception of approval on a per event basis. Applications for approval of these events are made through the office of the vice president for Student Affairs, and must be made at least two weeks in advance in order to secure the appropriate approval. Only students 21 years of age or more will be permitted to possess or consume beer, wine or distilled spirits at approved events.

## Right of Peaceful Demonstration, Petition and Assembly

Lander University honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. Inherent in this right is the right of each member of the university community to be free from coercion and harassment; therefore, the use of violence or force by students or any person is strictly prohibited. No



# STUDENT SERVICES AND APPLICABLE POLICIES

conduct which results in the disruption of the academic procedures or threatens any individual's freedom from coercion and harassment will be permitted. In addition, any intentional interference with or obstruction of any university activity, program, event or facility is prohibited. This includes the following: (1) any unauthorized occupancy of university or university-controlled facilities or blockage of access to or from such facilities; and (2) interference with the right of any university member or other authorized person to gain access to any university-controlled activity, program, event or facilities, or any obstruction or delay of a campus University Police officer or any university official in the performance of their duty. (*Reference the Student Code of Conduct section.*)

## Solicitation

The state recognizes that each agency is legally responsible for promoting the efficiency of the public services it performs. The following rules on solicitation support this legal responsibility.

Lander University is an institution of higher learning in which students are free to pursue their academic endeavors. In order to enhance the educational atmosphere at Lander and, at the same time, balance the privacy of students and the right to engage in noncommercial solicitation, Lander has adopted the following restrictions with respect to time, place and manner of solicitation. Soliciting is limited to registered Lander student organizations and university departments. Any outside organization or individual wishing to come on campus for this purpose must be sponsored by a registered student organization or university department. Solicitation must not result in substantial disruption of, or material interference with, educational, administrative or operational activities. In order to protect the privacy of resident students and provide them with maximum security, the following policies governing solicitation are especially important as they pertain to residence halls. Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that result in sales;
2. Recruitment of members or support for an organization or cause;
3. Compiling data for surveys, programs or other purposes;
4. Distributing advertising or other materials.

Lander University does not permit the operation of a privately operated business enterprise on its campus. All business enterprises operated on campus shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the vice president for Business and Administration. Business enterprise is defined as any undertaking of an individual or group which encompasses activities associated with the production, sale or distribution of products and services. The sale and distribution of products and services includes solicitation by way of direct selling and indirect selling through the use of posters, flyers, handouts or other promotional literature. Advertising of a private enterprise on campus is permitted only in approved campus publications, magazines, direct U, mail or telephone. Posters, circulars and windshield flyers are prohibited. *\*NOTE: Reference the Registered Student Organizations section for fundraising policies pertaining to Lander University student organizations.*

## Identification Cards

Students are expected to have their Lander ID cards with them at all times. Upon request of the faculty, staff or administration, students are to produce their ID. The Lander ID is nontransferable. Any student transferring or tampering with his or her ID is subject to disciplinary actions, which could include suspension from Lander University. Tampering with an ID card includes changing any information on the card, as well as tampering with the validation sticker. Upon

# STUDENT SERVICES AND APPLICABLE POLICIES

entering Lander University, each student is issued an identification card free of charge, which is to be used throughout his or her university career at Lander. A \$15.00 fee is charged for each replacement ID. The Lander ID card serves to identify the student for library privileges, athletic events, social events, student wellness center and other university functions or services. **All students are required to have IDs validated each semester or summer session.**

## CARE Team

The mission of Lander's CARE Team is to promote a safe, caring and productive environment for all members of the university community. This is accomplished by addressing the needs of community members through collaboration, assessment, and when warranted, the implementation of individualized support plans or other interim measures. The CARE Team addresses critical psychological, emotional, physical, behavioral, or other well-being concerns through review of situations/incidents, information gathering/sharing, and providing recommendations to ensure the safety of the University Community. The CARE Team does not replace other classroom management or disciplinary processes but works in conjunction with the appropriate stakeholders.

## Student Wellness Center

The Student Wellness Center provides Lander University students a comprehensive continuum of care. Counseling, health and disability services are housed together within the center. The Student Wellness Center's education campaign, WellU focuses on improving the physical and mental health of the students and employees of Lander University. WellU educational programming targets the American College Health Association's identified leading health indicators based on the National Healthy Campus 2020 Campaign. These indicators include increasing physical activity, reducing overweight and obesity, eliminating tobacco use, preventing substance use, practicing responsible sexual behavior, improving mental health, reducing injury and violence, increasing access to health care and ensuring immunizations. The goal is to promote student wellness and healthy behaviors and to positively impact academic performance.

## Tobacco-Free Campus Policy

Lander University Student Wellness Center will provide tobacco cessation programs and offer resources for any student interested in discontinuing tobacco use. *(For policy violation information specific to tobacco use, please reference the Student Code of Conduct section.)*

## Lander University Health Services Requirements

1. Completed Health Services form
2. MMR (measles, mumps, rubella) — 2 doses
3. Tdap (tetanus-diphtheria-pertussis) – within the past 10 years
4. Meningococcal vaccine

## Lander University Health Services Recommendations

1. Gardasil (HPV)
2. Hepatitis B
3. Hepatitis A
4. Varicella
5. Tuberculosis Screening
6. Influenza



# STUDENT SERVICES AND APPLICABLE POLICIES

## Health Services

Student Health Services provides the services of an on-campus registered nurse and access to physician care for all students at Lander University. Medical doctors at the Montgomery Center for Family Medicine serve as the university physicians. The following complimentary services are offered by the staff at Student Health Services:

1. Health assessment, planning, intervention and evaluation by a registered nurse;
2. Consultation on health maintenance;
3. Health education and lifestyle management;
4. Blood pressure screening, vision screening, urinalysis and pregnancy testing.

Lander University students in need of health care during normal office hours should come to the Student Health Services office, located in the Genesis Building. The Student Health Services staff makes all physician appointments. Services of medical personnel (other than those with the Montgomery Center for Family Medicine) as well as any prescription medications, special treatments such as splinting, casting, x-rays, stitches, etc., are the financial responsibility of the student. The cost of the doctor's consultation for most acute illnesses (ear infections, throat infections, etc.), and some limited diagnostic tests performed at the Montgomery Center, are covered by the Lander University contract. **The cost of general physical examinations or the treatment of chronic illnesses are not covered and are the sole responsibility of the student.** Arrangements should be made in advance to care for these problems while attending Lander University. Call Student Health Services at 864-388-8885 for assistance. All physical services related to sexual health are referred to the Greenwood County Health Department.

After normal office hours, students who are sick may use the Express Medical Care, located at the intersection of Highway 72 and Highway 254 at the Rock Creek subdivision, or Doctors Care of Greenwood, 516 Montague Avenue.

*\*NOTE: All after-hours care or emergency care costs are the responsibility of the student.*

In case of a medical emergency on campus, immediately report the name of the person, the location of the person and the nature of the problem to University Police by dialing 8911. University Police will respond and will notify Emergency Medical Services (EMS). EMS will transport students who require emergency treatment to Self-Regional Healthcare. **The student is responsible for all associated fees.**

It is strongly recommended that you have personal illness and injury insurance to cover costs generated by after-hours or emergency care. Students who do not have insurance should be prepared to pay for care at the time of service.

Participation in physical activity always involves the risk of injury. It is very important that students have adequate illness and accident insurance coverage before enrolling in any physical education activity class or participating in intramural sports. Neither Lander University nor the Physical Education and Exercise Studies division are responsible for injuries or medical expenses resulting from participation in physical education activity courses or recreational sports.

Questions concerning Lander University Student Health Services or the Montgomery Center should be directed to the Student Health Services office at 864-388-8885 or to the vice president for Student Affairs.

## Counseling Services

Counseling Services are provided to students to help them be academically, personally and professionally successful. Services include individual counseling, group counseling, educational groups, crisis intervention, and case management.

# STUDENT SERVICES AND APPLICABLE POLICIES

Although participation in counseling services is based on an individual's need, some common concerns include academic performance, anxiety, depression, family problems, homesickness, relationships, sexual assault/harassment, stress, and time management. All services are confidential and provided at no charge. Counseling Services can be scheduled by calling the Wellness Center at 864-388-8885 for an appointment. If long term or specialized services are needed, referrals to off-campus resources can be made. For after-hours concerns or emergencies, please call the Lander University Police Department at 864-388-8911 to access the counselor on call.

Workshops and presentations are also offered on a variety of topics. Previous topics have included depression, diversity, healthy eating, healthy coping, healthy living, leadership, personality styles, stress management, time management and study skills. Program and workshop requests may be tailored to meet the needs of the requesting person/group.

## Disabilities Services

Lander University recognizes its responsibility to assist academically qualified students with disabilities to achieve their academic goals. To this end, Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible to students with disabilities. Elevators and lift devices, reserved parking spaces, properly equipped rest rooms and ramps are available.

In addition to removing physical barriers, Lander University is committed to ensuring equal access to academic and nonacademic programs. While Lander University will neither lower its academic standards nor alter degree requirements, it will make appropriate academic adjustments and reasonable modifications to policies and practices to allow the full participation of students with disabilities in the same programs and activities available to students without disabilities. The modifications do not give students with disabilities a competitive edge but rather eliminate competitive disadvantages, as required by the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Lander University is committed to making programs and activities available to qualified students with disabilities. The disabilities coordinator is housed in the Wellness Center. The coordinator is responsible for advocacy, coordination of services and provision of reasonable accommodations on the basis of a documented disability. The coordinator acts as a liaison between students and faculty/administration for students with disabilities. The coordinator is also available to meet with prospective students to discuss services available at Lander University. Reasonable accommodations for a student with a documented disability are determined on a case-by-case basis by the student and the coordinator, and are based on the information contained in a personal interview, as well as documentation which must include:

1. A specific diagnosis; and
2. The accommodations required with an accompanying rationale. This documentation should not be more than three years old. The student is responsible for providing such documentation prepared by a qualified licensed provider or specialist.

Following receipt of the documentation and signed permission for release of information, the disabilities coordinator will inform the student's professors of the student's disability and the required accommodations for each semester that the student attends Lander University. This communication will take place at the beginning of each semester. It is required that students with accommodations meet with each of their professors every semester to discuss their needs. A student wishing to discontinue the issuance of this information may do so by putting this request in writing to the disabilities coordinator. It is strongly recommended that students with documented disabilities meet with the disabilities coordinator each semester that the student attends Lander University to review the accommodations process.

# STUDENT SERVICES AND APPLICABLE POLICIES

The Academic Success Center (ASC), located in Genesis Hall, will serve as the testing location if you and your professor agree that the ASC will be better suited to achieve reasonable accommodations, such as extended testing time and/or isolated testing room.

## Service and Support Animals

Lander University defines a service animal as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a service animal. Other animals, whether domestic or wild, do not qualify as service animals. Examples of such work or tasks may include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Petting or attempting to communicate interferes with the service animal's concentration and should be avoided. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

It is the policy of Lander University to generally allow service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities, events, and other places to which the general public is invited where the animal is accompanied by a qualified individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to the individual that is directly related to his or her disability.

Student requests for disability accommodations, including requests to have a service animal accompany a student on campus are approved by the student disabilities coordinator through an accommodation request and review process. When it is not readily apparent that the service animal is trained to do work or perform tasks for an individual with a disability, the following inquiries may be made:

1. "Is this a service animal that is required because of a disability?"; and
2. "What work or tasks has the service animal been trained to perform?"

If a student requests an accommodation and the need for the accommodation is not obvious, written documentation from a doctor or other professional with knowledge of the person's functional limitations may be required. Decisions regarding requests for service animals on campus will be made in accordance with applicable laws, regulations, and guidance. Lander University provides appropriate adjustments to students living on campus with a documented disability.

Support animals (sometimes called "therapy animals") provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Support animals are not service animals even if prescribed by a physician or therapist. While they may be considered for access to university housing and Counseling Services, they are not permitted in other areas of the university, such as academic and administrative buildings, classrooms, labs, athletic facilities, food service/ dining areas, and the student center. Bringing and allowing an emotional support animal to stay in university housing prior to approval from the Office of Disabilities may result in loss of privileges related to having an emotional support animal in the future.

Students seeking assistance animals in university housing must have a disability and have a disability-related need for an assistance animal.

# STUDENT SERVICES AND APPLICABLE POLICIES

In order to receive permission to have a support animal in university housing or Counseling Services, the student must go through the student disability coordinator. The student will be asked to provide documentation verifying:

1. That she or he has a disability;
2. That the animal is necessary to afford the person with a disability an equal access to the university's educational program; and
3. That there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Only ONE support animal per student is allowed. Non-domesticated, wild, dangerous, poisonous, and/or illegal animals are not permitted. Housing and Residence Life does not permit rodents, arachnids, reptiles and other exotic animals in university housing, given the health and safety issues unique to the type of animal and shared student housing.

All documentation is due to the Office of Disabilities by May 1 for new students and February 1 for returning students. Documentation submitted later will be considered. Lander University will make a good faith effort to provide reasonable accommodations, but may not be able to guarantee that appropriate residential provisions will be completed within that semester.

Residence life may exclude a service animal or support animal from a campus residence if:

1. The animal is out of control and its handler does not take effective action to control it;
2. The animal is NOT housebroken;
3. The animal poses a direct threat to the health and safety of others;
4. The animal causes substantial physical damage to the property of others;
5. The animal poses an undue financial and administrative burden; or
6. The animal results in a fundamental alteration of the university's program(s).

Upon approval, Residence Life staff will be notified as appropriate. Also, the student's roommate(s), suite mate(s), or those otherwise sharing the living space will be notified of the approval. All roommates, suite mates, or others sharing living space are requested to sign an agreement acknowledging that the service animal will be in the residence with them. In the event that one or more of these persons does not consent, Residence Life will reach a resolution of the matter through an interactive process with the appropriate participants. A sign in the residence hall will serve as notification of the animal's presence. The student should complete the following process to request and receive approval under this policy:

1. Register for disability services with the Office of Disabilities.
2. Complete request for housing accommodation form.
3. Submit emotional support animal request for information form (to be completed by provider).
4. Provide evidence that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted to the Office of Disabilities prior to the animal taking residence.
5. Meet with the director of Housing and Residence Life or her/his designee prior to the animal taking occupancy in order to review the agreement and expectations.
6. Review and sign the Housing and Residence Life service and support animal agreement.

# STUDENT SERVICES AND APPLICABLE POLICIES

7. Strictly abide by the Housing and Residence Life service and support animal agreement. **Failure to comply with the terms of this agreement could result in disciplinary charges.**

Questions related to the use of service or support animals on Lander University campus by students should be directed to the student disabilities coordinator via email, [kshannon@lander.edu](mailto:kshannon@lander.edu), or phone 864-388-8885 or Lander University Police at 864-388-8222. Decisions regarding student requests for service or support animals on campus will be made by the student disabilities coordinator in accordance with applicable laws, regulations, and guidance.

Please refer to the Lander University Service and Support Animal Agreement for additional information regarding this policy.

## Americans with Disabilities Act (ADA)

Lander University has made, and will continue to make, every effort to ensure that accommodations are provided to students with disabilities. If you feel like accommodations are not provided in an appropriate manner, you have a right to file a complaint with the Office of Disabilities. (Email: [kshannon@lander.edu](mailto:kshannon@lander.edu))

Protocol for Filing a Disability Complaint - Prior to filing a complaint with the Office of Disabilities, students are encouraged to speak with the faculty or staff member in hopes of a resolution. If a resolution is not possible, the following protocol should be followed:

1. Student will meet with disability coordinator to discuss his or her concern. Student is advised of the steps involved in filing a complaint. Coordinator gathers as many facts as possible related to student concern.
2. The disability coordinator contacts staff or faculty member named in complaint to discuss problem. If a resolution can be reached at this stage, the complaint goes no further.
3. If resolution cannot be reached, all facts are brought before the Disability Accommodations Committee as soon as possible. This committee reviews the facts of the complaint and any appropriate court rulings related to the complaint. The names of the student, faculty and/or staff member are deleted from the record. The Disability Accommodations Committee discusses the case and presents their findings in the form of a recommendation.
4. The disability coordinator then meets in person with the faculty member and their department head or the staff person and their supervisor to discuss the recommendation of the committee. If necessary, the faculty member or staff person will advise the disability coordinator if they are willing to abide by the recommendation of the committee.
5. The disability coordinator then meets with the student to discuss the recommendation of the committee, and, if necessary, the decision of the faculty member or staff person.

## Lander University Lactation Accommodation Policy

Lander University has taken measures to ensure that all faculty, staff, spouses, students and visitors are provided with adequate accommodations for the expression of milk or breastfeeding.

### Description

This policy applies to Lander University employees, spouses, students and visitors who need lactation accommodations for breastfeeding and expression of breast milk.

# STUDENT SERVICES AND APPLICABLE POLICIES

## **Purpose/Rationale**

Lander University recognizes the importance of breastfeeding and promotes optimal nutrition for pregnant women and young children. The university will take all appropriate measures to accommodate and set an example for faculty, staff, spouses, students and visitors by promoting breastfeeding in the workplace. This policy will also serve as a way to promote breastfeeding as a normal part of daily life and is an important part of community support for breastfeeding.

## **Lactation Accommodations**

A secure private room located in The Wellness Center, Genesis Hall, will be made accessible where a nursing woman can nurse an infant or express breast milk to be stored for later use. Participants may call ahead to inquire as to whether the room is in use. All breastfeeding women are accommodated by having access to:

1. A comfortable chair for use while breastfeeding.
2. A table to support their own personal breast pumps and/or supplies.
3. Washing facilities and hand gel for hands and equipment.

*\*NOTE: Lander University is not responsible for the security of any items left in the room.*

*Submitted: July 27, 2009*

Kim Shannon, Executive Director of Student Wellness Center

Email: [kshannon@lander.edu](mailto:kshannon@lander.edu) Office: Genesis Hall Phone: 388-8885

*For a complete Wellness Center staff listing, please reference pages 45 of this handbook.*

## **International Student Accident and Illness Insurance**

An accident and illness insurance plan designed for college students, and endorsed by Lander University, is required for purchase by all international students while attending Lander University. This is a non-comprehensive, yet affordable plan. This insurance is designed to assist with accidents and emergency care and is required for purchase only by international students. For more information, please contact the Office of International Programs located in Jackson Library, room 300. (Phone: 388-8578)

## **Veteran's Information**

Lander University is approved by the Veterans Administration as a training facility for eligible veterans, service persons, reservists, widows and children of veterans. Eligibility and equivalent educational benefits are determined by the Veterans Administration (VA). The certifying official collects, completes and processes the required substantiating documentation. In addition, the certifying official offers information about services on campus to assist with educational, career, personal and financial concerns. The office also serves as a point-of-contact and direct liaison between the veteran, the university and the Veterans Administration. The certifying official is not part of the Veterans Administration, but an employee of Lander University.

## **Applying for Benefits**

Students may apply for educational benefits after being accepted to the university. Information regarding eligibility, applications and certification may be obtained from the Veterans Administration website at or from the certifying official at Lander University located in the Office of Military and Veteran Services. Upon receipt of all required documentation, the certifying official will forward an enrollment certification to the Veterans Administration regional office. No



# STUDENT SERVICES AND APPLICABLE POLICIES

paperwork will automatically be prepared and forwarded to the Veterans Administration for processing and payment without the student's request.

## General Information

Veterans Administration programs and policies and university services and procedures frequently change. Students should maintain contact with the school's certifying official in the Office of Military and Veteran Services. If a student considers withdrawing from the university, dropping a course that changes his/her training time or changing his/her major, they should contact the Lander certifying official before making any changes. Dropping the enrolled credit load below the minimum may result in a retroactive reduction in benefits and a debt to the VA. Several different methods are used to collect overpayments. A statement of mitigating circumstances and supportive documentation may need to be submitted to the Veterans Administration. Benefits will not be paid for audited courses, unnecessary repeats or courses that do not count toward graduation. Benefits will be discontinued if you do not maintain satisfactory progress.

Lander University is excited to announce special tuition rates for incoming students who are SC National Guard, Active Duty Personnel, and Military Family Members (effective Spring 2019). For more information, contact the Office of Military and Veteran Services.

Chris Giles, director of Veteran's Affairs

Email: [cgiles@lander.edu](mailto:cgiles@lander.edu) Office: Grier Center 374 Phone: 388-8331

## Student Activities

The university provides a well-balanced program of co-curricular activities and encourages student participation in these and other aspects of university life. Each member of the university community, through student organizations, intramural sports, fraternities, and sororities, has an opportunity to gain valuable practical experience in leadership and human relations which can enrich their life far beyond their university years. In an effort to offer opportunities for personal development, the university sponsors a variety of programs, formal and informal, through which students may broaden their educational experience. The Office of Student Activities sponsors dances, concerts, movies, comedy groups and other programs on the lighter side for students and their guests. Student-faculty interaction is encouraged through field trips, visits to other campuses for cultural offerings, sports events and social occasions. Students are urged to become involved with Lander University, both through their classroom activities and through the multifaceted co-curricular programs available.

Demario Watts, director of Student Activities

Email: [dwatts@lander.edu](mailto:dwatts@lander.edu) Office: Grier Center 340 Phone: 388-8244

*For a complete Student Activities staff listing, please reference page 45 of this handbook.*

## Lander Traditions

**Welcome Week** - Welcome Week offers a week of activities, events and fun to introduce students to the Lander campus life.

**Greek Week** - This week is sponsored by the Greek council and features competition among the Greek organizations. Traditionally, fraternity and sorority members host a day of service or fundraising for a local charity.

# STUDENT SERVICES AND APPLICABLE POLICIES

**Family Day** - This event is held during the fall semester to offer families an opportunity to visit the campus. Various activities are provided for the enjoyment of students and their families.

**Miss Lander Pageant** - The Miss Lander pageant is held annually on campus. This pageant is open to all female students and is sponsored by Lander's student chapter of the National Association for Music Education (NAFME).

**Tree Lighting** – Each year, the Lander University community comes together to celebrate the upcoming holiday season with this fun, nighttime event. This new tradition began in 2015 on campus and takes place every year during the week following Thanksgiving. Activities have included pictures with Santa, live musical performances, ice skating, fun competitions, horse-drawn carriage rides, festive snacks and the lighting of the campus holiday tree.

**Homecoming** - This event is held during the spring semester and features a week of special activities. Traditions include a soap box race and banner and talent competitions among the student organizations and student groups. Other homecoming activities include performers, bonfires and concerts. The week of activities culminates with a tailgate lunch on Saturday, followed by the homecoming basketball games, at which time the homecoming king, queen and courts are presented.

**Senior Picnic** - At the end of the spring semester, the Alumni office hosts a picnic for graduating seniors.

**Student Life Awards Ceremony** - This annual ceremony recognizes and honors student organizations, members, and advisors. The Lander University Man and Woman of the Year are among the awards presented.

## Housing and Residence Life

Residential living at Lander University is an important part of university life. Housing units range from traditional residence halls to apartment-style living. Living on campus is more than just having a place to study and sleep. A student living on campus will experience new opportunities, such as an opportunity to develop new personal relationships, self-regulations and, above all, more freedom and responsibilities. With this freedom, a student must discipline him/herself to manage his/her time effectively so he/she will have ample time for study, sleep and other activities that are available.

## Room and Board Fees

Room and board charges and the academic fees will be billed to all students prior to each semester by the Student Accounts office.

## Safety/Security

Resident students are issued a key to their assigned room, and are responsible for leaving their room doors locked at all times. A resident's ID is considered a key when used as a proximity card for access to certain areas on campus. The ID is subject to the same regulations as keys as described herein. All residence hall entrance doors should remain closed and locked. This key is only for the use of the individual to whom it is issued; a resident may not allow any other person to use that key at any time. Misuse of any university key will result in fines and disciplinary action. In the event that this key is misplaced, the resident must contact the Housing office immediately. University Police will assist you in unlocking your room as a courtesy, one time only. Thereafter, there will be a \$5 charge for unlocking doors and the Housing office will be notified. Residents are urged to lock their windows and doors during periods of absence.



# STUDENT SERVICES AND APPLICABLE POLICIES

During holiday periods, additional precautions should be taken to include removing small portable items and closing blinds. Any losses should be reported to the Lander University Police Department and the Housing and Residence Life office.

*NOTE: Reference the Safety and Security section for fire safety specific policies that pertain to the residence halls.*

## **Residence Hall Inspections, Security and Searches**

The university shall not be liable for damage to or loss of any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators or otherwise while on the leased premises or in any storage space in the building. All personal property in any part of the building within the control of the student shall be at the sole risk of the student. It is the student's obligation to insure his/her personal property.

The university reserves the right periodically to inventory university property and to conduct maintenance and safety and health inspections of rooms. These inspections will be held during official recesses and at other times, in the latter case after 24 hour notice, when practicable, and in the presence of the occupant(s), when practicable.

The university reserves the right to enter individual student rooms in emergency situations. Reasonable effort will be made to notify the occupants in advance of such an entry. This does not prohibit normal inspections of university housing or other facilities for maintenance, health or safety purposes.

## **Community Living: A Guide to Residence Halls**

The *Community Living Guide* is a publication specific to issues concerning housing and residence life. Students are responsible for complying with policies as noted in this publication. Failure to abide by regulations is likely to result in disciplinary action. *Community Living: A Guide to Residence Halls* may be accessed online at the following link: [https://www.lander.edu/sites/lander/files/Documents/student\\_life/housing\\_residence\\_life/CLG%202018.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/housing_residence_life/CLG%202018.pdf).

## **Residence Life Contract Violations**

The Residence Life office may levy fines and evoke other sanctions for violations of other regulations covered in the residence hall contract. Students are encouraged to contact the Residence Life office if they have any questions regarding the residence hall contract. If a student feels that the penalties are undeserved or too severe, he/she may appeal to the housing appeals board.

## **Residency Requirement**

All first-time freshman students under the age of 21 prior to the first official opening day of the residence halls for the academic year are REQUIRED to live in University Housing for the fall and spring semesters. For the purpose of the housing contract, a first-time freshman is defined as a student who is entering college for the first time and has less than 30 earned hours. Appeals of this requirement are available for students who:

1. Are from Greenwood County (or those whose hometowns are within 20 miles of the city of Greenwood) and who live with one or both parents/legal guardians, a grandparent, or a married sibling
2. Are married or who have children
3. Veterans
4. Are adult first-time freshmen (21 or older)

# STUDENT SERVICES AND APPLICABLE POLICIES

Students who wish to file an appeal must submit the housing appeals form to the director of Housing and Residence no later than thirty days prior to the beginning of the semester of initial enrollment. Appeal forms can be accessed at: [https://www.lander.edu/sites/lander/files/Documents/student\\_life/housing\\_residence\\_life/Housing%20Appeals%20Process.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/housing_residence_life/Housing%20Appeals%20Process.pdf).

## **Housing Accommodation Requests by Students with a Disability**

Lander University will consider requests for reasonable housing accommodations by students that have a qualified disability as defined by the Americans with Disabilities Act (ADA). It is the sole responsibility of the student to obtain and provide sufficient medical documentation supporting the need for an accommodation. Each request is considered independently and the university's decision to make an accommodation will be based on the specific facts and circumstances as provided by the student, student's doctor and/or other individuals.

The deadline for submitting a written housing accommodation request, with sufficient supporting medical documentation, is March 1st of each year. The university cannot guarantee an accommodation will be made for requests and/or documentation received after this deadline. Such requests must be made directly to the following department:

Lander University Wellness Center , Genesis Hall  
Office of Student Disability Services  
CPO Box 6045  
Greenwood, SC 29649  
864-388-8885

This office will consult with the Department of Housing and Residence Life to consider the accommodation requested. The university will only accept written requests for a housing accommodation. To assist the student with requesting an accommodation, the university has created a request for housing accommodation form. This form can be located in the Office of Student Disability Services. A student who wishes to provide a written request in any other fashion (such as a letter) must, at minimum, provide the same information as required on the form.

Important information regarding special accommodation requests:

- The fact of medical diagnosis does not guarantee or automatically qualify the student for a special or priority room assignment.
- Lander University provides many types of housing in multiple residence halls. Statements or recommendations from your physician or treating medical professional should not be interpreted as automatic approval of a specific housing accommodation or room assignment.
- Housing and Residence Life is unable to provide special housing accommodations based solely on a diagnosis of ADD or ADHD.
- Disability or specific medical need will take priority over residence hall preference.

Accommodations are provided to the individual student, if approved, not to her/his group or preferred roommates. The student is required to assess the importance and significance of the accommodation versus preference of roommate(s) or residence hall.

# STUDENT SERVICES AND APPLICABLE POLICIES

- Single-occupancy rooms are very limited in on-campus housing, and may not be recommended except in cases involving clear and substantiated need.

If the specific request cannot be fulfilled, the university will work with the student to find a comparable, convenient and accessible housing alternative, within the limitations and/or needs presented by the student. Where an accommodation must be made because of a disability, the university will consider exceptions to its general room rate structure unless doing so would result in a fundamental alteration to its housing program and/or financial concern for the university.

Zach Helms, Director of Housing and Residence Life

Email: [ehelms@lander.edu](mailto:ehelms@lander.edu) Office: Grier Center 318 Phone: 388-8709

*For a complete Housing & Residence Life staff listing, please reference pages 45 of this handbook.*

## Substance Use Treatment

Lander University provides substance abuse counseling and referral services for any student or employee seeking assistance for a substance use related issue. These services are provided in adherence to the Federal Government's Confidentiality Regulations (42 CFR Part 2) and at no charge. In addition to individual counseling and referral services, Lander University provides educational programs addressing the educational, emotional, health, legal, and social risks of substance misuse. The university recognizes that the illicit use of drugs may reflect emotional problems and will assist any student voluntarily reporting to counseling or health services for medical treatment. For additional information, contact the Wellness Center at 864-388-8885. *(For policy violation information specific to substance use, please reference the Student Code of Conduct section.)*

## Student Committee Appointments

Lander University recognizes that co-curricular activities and the participation in serving on committees of the university are an important part of the overall educational experience and thus promote the membership of students on various university committees. Students participate in the governance of the university by serving on the following university committees: Advisory Committee on the Disabled, Athletics Committee, Co-curricular Programs Committee, Orientation Advisory Committee, Lander Health Advisory Committee, Parking and Traffic Committee, Public Safety Committee, Retention Council and Student Life Council. These students are appointed by the president upon the recommendation of the vice president for Student Affairs.

## Student Complaints and Inquiries

Consistent with our mission statement of being "grounded in the belief that education is a liberating force which makes it possible for the individual to live a life of meaningful activity, of personal satisfaction, and of service to others as a neighbor and a citizen," we are committed to providing students access and assistance to resources if a concern, complaint or appeal arises. The vice president for Student Affairs or appointed designee provides assistance to any student with a complaint by helping the student determine the nature of the complaint and by ensuring the student has recourse through the appropriate policies and procedures impacted by the complaint. Complaints for which there are no formalized committee structures or procedures are handled in an expeditious manner. In most situations, resolution should be sought through an informal process in which the student discusses the complaint directly with the individual

# STUDENT SERVICES AND APPLICABLE POLICIES

(faculty/staff/department representative) involved. These complaints generally follow the chain of command for resolution.

A student concerned about a policy or procedure of a particular department/division/college on campus being incorrectly or objectively followed has recourse by filing a complaint. Below are the steps in addressing a general complaint or inquiry for which there is no formalized committee structure or procedure.

## **Student Complaint and Inquiry Process Protocol for Instructional Complaints**

1. Discuss issue directly with faculty member involved to resolve matter on an informal basis. If not resolved then;
2. Meet with department chair and faculty member to resolve issue on an informal basis. If not resolved then;
3. Meet with college dean to resolve issue. If not resolved then;
4. Complete and submit a student complaint and inquiry form to the vice president for Academic Affairs or designee.

## **Protocol for Non-instructional Complaints**

1. Discuss issue directly with person involved to resolve matter on an informal basis. If not resolved then;
2. Meet with supervisor (move up chain of command) to resolve issue on an informal basis. If not resolved then;
3. Continue to move up chain of command and meet with next higher level supervisor to resolve issue. If not resolved then;
4. Complete and submit a student complaint and inquiry form to the vice president for Student Affairs or designee.

If resolution of a complaint cannot be reached through the informal student complaint and inquiry process, then one may choose to file a complaint form with the vice president for Student Affairs (864-388-8239) or the vice president for Academic Affairs (864-388-8320). This form may be accessed online at the following link:

[https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=12](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=12).

## **Lander University Standing Committees for Complaints and Appeals**

Some types of complaints can be anticipated and are specifically addressed by standing committees or other administrative policies and procedures.

- Complaints about instruction (particularly grades, grade appeals and grading procedures) and the application of academic honors policy to candidates for graduation are handled according to the provisions of the Senate Grade and Judicial Appeals Committee.
- Complaints generally related to improper personal student behaviors are handled according to the provisions of the Academic Honor Council, the Student Conduct office or the Student Conduct Committee. Unresolved appeals from the Honor Council or the Student Conduct Committee are handled in accordance with the provisions of the Senate Grade and Judicial Appeals Committee.
- Exceptions to academic policy are handled according to the provisions of the Admissions and Petitions Committee.
- Complaints related to Americans with Disabilities Act (ADA) compliance or similar issues are managed according to the provisions of the Advisory Committee of the Disabled. Complaints regarding student-specific

# STUDENT SERVICES AND APPLICABLE POLICIES

accommodations not being provided are addressed according to the protocol for filing a complaint with the Office of Disabilities and by the Disabilities Accommodation Review Committee.

- Complaints related to sexual harassment or harassment based on race, color, national origin, creed, religion, age, disability, sex, gender identity or sexual orientation are addressed according to the provisions described in the university Title IX and EEO policies.
- Complaints related to the awarding of scholarships are handled according to the provisions of the Financial Aid Scholarships Committee.
- Parking fine appeals are handled according to the provisions of the Parking and Traffic Committee.
- Housing contract appeals are handled according to the provisions of the Housing Appeal Board.

## Intercollegiate Athletics

Lander University's Athletics program is a member of NCAA Division II and is aligned in the Peach Belt Conference, which consists of 12 institutions in North Carolina, South Carolina, Georgia, Alabama and Florida. Men's varsity sports offered are baseball, basketball, soccer, cross country, tennis and golf. Women's varsity sports offered are basketball, softball, volleyball, cross country and tennis. *\*Athletic scholarships are available.*

Men's and women's lacrosse and men's wrestling are the newest additions to Lander Athletics. Team competition are set to begin during the 2019/2020 academic year.

Lander athletic teams, with the colors royal blue and gold, are known as the Bearcats and Lady Bearcats. With an athletic history that dates back to 1968, when Finis Horne launched the first men's basketball program, Lander has been competitive on the conference, regional and national level. Lander Athletics is supported by the Bearcat Club, a booster club with annual dues of \$50.

Lander's Athletics staff consists of the following personnel:

<u>Name</u>	<u>Job Title</u>	<u>Phone</u>
Brian Reese	Executive Director of Athletics	388-8314
Kent Atkins	Assistant Director for NCAA Compliance/Internal Operations	388-8818
Mark Riddle	Head Coach, Men/Women's Golf	388-8758
Erin Nodine	Associate Athletics Director/Senior Woman Administrator	388-8554
Kevin Scola	Head Coach, Men and Women's Cross Country	388-8612
Sophia Bonadies	Athletics Trainer	388-8281
Justin Burger	Director of Marketing, Productions, & Fan Engagement	388-8288
Joe Cabri	Tennis Coach, Emeritus	388-8316
Daniel Holt	Athletics Trainer	388-8219
Heather Pilgrim	Administrative Specialist	388-8316

# STUDENT SERVICES AND APPLICABLE POLICIES

<u>Name</u>	<u>Job Title</u>	<u>Phone</u>
Stan Ligon	Director, Jeff May Complex	388-8038
Glen Crawford	Head Coach, Softball	388-8691
Van Taylor	Director of Development/Bearcat Club	388-8291
Rixon Lane	Assistant Director of Athletics/Sports Media	388-8692
Adam Weyer	Assistant Director of Athletics/Sports Medicine	388-8626
Ricky Santiago	Asst. Coach, Baseball	388-8949
Kevin Pederson	Head Coach, Women's Basketball	388-8257
Drew Richards	Head Coach, Men's Basketball	388-8960
Samantha Pinchoff	Head Coach, Women's Tennis	TBA
Decole Shoemate	Asst. Coach, Women's Basketball	388-8725
Monica Shorter	Assistant Coach, Softball	388-8417
Brett Simpson	Head Coach, Men's Tennis	388-8773
Jason Burke	Head Coach, Baseball	388-8961
Ashley White	Head Coach, Volleyball	388-8963
Lee Squires	Head Coach, Men's Soccer	388-8378
Anthony LePore	Head Coach, Men's Lacrosse	TBA
Bob Dachille	Head Coach, Women's Lacrosse	TBA
R.C. LaHaye	Head Coach, Wrestling	TBA
Buck Billings	Head Coach, Men's and Women's Club Rugby	TBA

## Spirit Program

The Lander University Cheerleaders, Dance Team and the Mascot are also housed under the athletics department, and these contribute significantly to the athletics program and school spirit as a whole.

Cheerleading - The purpose of the Lander University cheerleaders is to provide support and crowd leadership to the Lander University Athletics program and serve as ambassadors for the university. The team cheers at all home men's and women's basketball games and travels to a few away games, as well as represents the university at competitive cheerleading events. The team also participates in community events and university-sponsored activities. It is the goal of the cheerleading program to make any event they are involved in more enjoyable for everyone by raising energy and spirit levels. Tryouts are held annually.

# STUDENT SERVICES AND APPLICABLE POLICIES

Dance Team - The purpose of the dance team is to provide support and entertainment for the Lander University Athletics programs and serve as ambassadors for the university. The team dances at all home men's and women's basketball games and travels to a few away games, as well as represents the university at competitive dance events. The team also participates in community and university-sponsored activities. Tryouts are held annually.

Mascot - The purpose of the mascot is to increase crowd enjoyment and bring about full support of students and spectators in an effort to help the athletic teams play their best. In general, attendance of the mascot is limited to athletic and university-sponsored events. However, the mascot may represent the university in the community by making appearances at approved special events in the community once the event has been approved by the university and availability of the mascot. A minimum of a two week notice is required for special appearance requests. Tryouts are held annually. For more information, please contact the spirit program coordinator and coach, Kim Schoolfield.

Email: [kschoolfield@lander.edu](mailto:kschoolfield@lander.edu)

Phone: 388-8770



# REGISTERED STUDENT ORGANIZATIONS

## REGISTERED STUDENT ORGANIZATIONS

### Activities, Policies, and Procedures

#### Membership Requirements

Lander University recognizes the rights of student organizations to exist and contribute to the mutual benefit of university co-curricular activities. The university, through the registration process, confirms the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The university does not, however, automatically endorse the mission, goals or purpose of any organization.

A student organization must be registered with the Office of Student Activities. These guidelines have been designed to assist the organization in this process. Specifically outlined below are the procedures for registration. It is a requirement of the university that membership in these groups be comprised of currently enrolled students of Lander University. The intent of these procedures and regulations is to guarantee the protection of the essential function of the university, to allow an equitable sharing of time and space, and to ensure the reasonable health and safety of the community. Any persons not meeting the requirements shall not be eligible for membership in registered student organizations.

Existing registered student organizations that are in good standing with the university must maintain the student membership requirement of seven full-time enrolled students (12 hours). If any group with national affiliation recognizes total membership will fall below seven students due to an upcoming graduation, the recruitment/intake process must occur during the current academic year. Student organizations which at the beginning of each fall semester have less than seven full-time enrolled students will be placed on membership probationary status. These organizations will have three years to increase their membership to the required number of seven. While on probation, an organization must host recruitment/intake at least once a year. If this requirement has not been met at the end of the three year period, the registration status will be revoked. During probationary status, Greek organizations will not have to disaffiliate from their umbrella organization, be it Lander Panhellenic Council, National Pan-Hellenic Council or Interfraternity Council. However, any organization on probationary status will not have voting privileges.

Lander University requires a minimum GPA of 2.0 to be a member of a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. A student organization shall be defined as any group, consisting of at least seven currently enrolled full-time (12 hours) Lander University students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

1. Have illegal goals and objectives.
2. Propose or participate in activities that would violate regulations of the board of trustees, the university or federal, state or local laws and regulations, or materially disrupt activities and discipline of the university.
3. Advocate incitement of imminent lawlessness.
4. Discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.



# REGISTERED STUDENT ORGANIZATIONS

Any groups existing on campus that wish to use university facilities and/or services and that fulfill the above description must be registered with the university. Only groups that are registered will have access to campus facilities and/or services.

## Starting a New Organization

Students who want to form a new student organization should meet with a staff member of the Office of Student Activities. The student(s) will then complete a “New Organization Request Form” online at the Student Activities webpage which will include items listed below in the “Registration Application” section.

## Registration Application

New groups can apply for registration at any time by completing the online form found on the Student Activities webpage <https://lander1.wufoo.com/forms/student-org-new-organization-request-form/> (obtaining the required signatures and submitting the materials to the Office of Student Activities.) Registration of new groups requires approval from the Student Life Council. An organization seeking to register with the Office of Student Activities shall complete the registration application with the following information:

1. Name of organization.
2. National affiliation (if any).
3. Category of organization to be placed in (academic, interest, club sport, honor, Greek sorority, Greek fraternity, religious).
4. Statement of purpose.
5. Statement of how the organization will handle its finances.
6. The date of new officer elections.
7. Name, address, phone number, Lander email address, and Lander ID# of organization’s president.
8. Name, address, phone number, and email of organization’s faculty/staff advisor.
9. Name, address, phone number, and email of organization’s off-campus advisor if this applies to the organization.
10. A copy of the organization’s constitution and bylaws that state the organization’s purpose, membership requirements and election procedures for officers. An example of what goes into an organization’s constitution is available from the Office of Student Activities.
11. Name, address, phone number, and Lander ID# of at least seven currently registered full-time (12 hours) student members, including two officers authorized to make requests or to conduct business for the organization. Seven members is the minimum number required to register an organization at the university. Signatures of students authorize the Office of Student Activities to check grades each semester must be turned in using the signatures form found on the Student Activities webpage.
12. Signature form of on-campus advisor.
13. Digital signature of the chief officer of the organization certifying that the organization agrees to abide by all state, federal and local laws as well as the university regulations and procedures set forth in the student handbook, the Lander University catalog and other university forms and agreements and certifying the accuracy of all information and the organization’s acceptance of the conditions stated in the registration agreement.

# REGISTERED STUDENT ORGANIZATIONS

A constitution (including appropriate membership clause), the registration form and a membership list, with signatures, must be submitted and reviewed by the Office of Student Activities. The following criteria must be met in order to be recommended for registered status:

1. It is confirmed that no violation of federal, state or local law or university policy exists in the proposed constitution and all necessary clauses are included (membership, non- discrimination, GPA requirements for student leaders and faculty/staff advisor).
2. The registration form and membership list, along with signatures, must be complete and submitted.
3. The organization has certified that membership requirements are non-discriminatory, except where exempt by Title IX.
4. A full-time faculty or administrative staff member, as defined on the following page under advisors, has agreed to serve as the advisor to the organization.

Once these requirements are met, the Office of Student Activities will recommend to the Student Life Council that the organization be registered. Upon final approval by the Student Life Council, and when the registration form is completed and returned to the Office of Student Activities, the organization will be considered a registered student organization and notification of the organization's registration status will be sent to the organization, as well as specified departments/service areas on campus. Should an organization be denied registration, the representatives will be notified in writing no more than two days after the decision has been made.

Organizations pending approval: Once a prospective student organization has initiated the registration process, and until registration has been granted, the organization must follow the below guidelines:

1. It may meet on campus no more than three times in a university facility. A facility form must be completed.
2. These meetings shall be for the sole purpose of organizing. The organization shall not sponsor speakers, fundraisers or any other program or event.
3. The organization may publicize meetings and invite membership but is not eligible to use the Lander University name in association with the organization. It must be specified that the meetings are for organizational purposes only. Posters, flyers, etc., must be approved and stamped by the Office of Student Activities.

*NOTE: Failure to follow these guidelines could impact the approval/disapproval of the organization's registration.*

## Miscellaneous

1. Organizations who want to change their constitution or affect changes in affiliation must submit these changes to the Office of Student Activities for approval by the Student Life Council.
2. In addition to these regulations, student publications are subject to regulations by the Office of Student Activities posting policies.
3. Any organization that desires to sponsor a regional or intercollegiate meeting must have sponsorship approved by the Office of Student Activities on order for the meeting can be held on campus.
4. Sports clubs, as well as Greek letter social fraternities and sororities, are registered student organizations at the university. However, additional recognition criteria (such as insurance, travel regulations, Title IX, etc.) may be established for these organizations based on their unique relationship to the institution.

# REGISTERED STUDENT ORGANIZATIONS

5. A student organization that needs to set up an off-campus checking account should first obtain a Federal Tax ID number (sometimes referred to as an Employer Identification Number or EIN). This ensures no one individual is personally responsible and helps the organization leadership to more efficiently transition. Organizations can obtain a Federal Tax ID number by calling the IRS at 800–4933 or by applying online at <http://www.irs.gov>. Once the number is received, the current president and advisor should contact the desired financial institution to find out the necessary documentation needed to set up an account.

Registration shall be defined as the collection and recording of specific information required of qualified student organizations. The registration, in turn, affords those organizations certain privileges. Registered organizations exist only on the Lander University campus. Registered student organizations shall be referred to as name of organization.

1. Denial of registration: Registration may be denied if an organization is not in compliance with the registration criteria or does not appropriately complete the registration procedures.
2. Loss of registration status: A registered student organization may lose its status of registration and all privileges associated with the registered status if any of the following occur:
  - a. A student organization submits a written notification of its disestablishment.
  - b. A constitutional provision deactivates an organization as of a certain date.
  - c. A student organization fails to renew their registration by the fall term date established by the Office of Student Activities, fails to submit current officers and contact information, does not submit required fundraiser and volunteer summaries.
  - d. Disciplinary sanctions deactivate an organization.
  - e. If it is deemed the organization is no longer positively impacting the student experience (ie. No longer in support of its mission or the university's mission).

## Review Process

A complete registration application and all the required informational items must be returned to the director of Student Activities. The material will be reviewed and if all requirements have been met, the organization's chief officer will be notified via email. Any organization whose registration materials are incomplete will be notified via email and classified as probationary and thus ineligible to receive the benefits and privileges of registration. Any organization that is found to be in noncompliance with university, state or federal regulations will be reviewed by the Student Life Council. The organization will be notified in writing of the committee's decision.

## Privileges

Registered organizations in all categories will be afforded:

1. Increased visibility and accessibility;
2. The opportunity to participate in the student organization fairs;
3. A listing of the organization's name, purpose, current officers, address and phone number in the Office of Student Activities' files and in the student organization directory which is available to the university community through the Office of Student Activities webpages;
4. Access to services, equipment and facilities, depending on availability of space and personnel;
5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations and informational calendars; and

# REGISTERED STUDENT ORGANIZATIONS

6. The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

## **Basis for Denial of the Privileges of Registration**

Organizations may be denied by the university the use of facilities, services and funds as a disciplinary measure resulting from the violation of university conduct regulations. These regulations will be interpreted in reference to the procedures listed on the previous page. University denial of the request for user of facilities, services or funds may result from one of the following conditions:

1. The organization does not abide by the university regulations and the procedures as set forth in the student handbook.
2. A danger of violence or destruction is anticipated in the use of facilities, services or funds. There must be substantial evidence to warrant the conclusion that violence or destruction can or will occur.
3. The use to be made of the facilities, services or funds is illegal.
4. The organization's chief officer does not sign the registration certificate.
5. Inaccurate information is given on the registration form.
6. Incomplete information is provided by those persons requesting services, facilities or funds.
7. The organization fails to renew registration by the fall term date established by the Office of Student Activities.

The university may ask for whatever information is deemed necessary to make the above determination. In all cases where prior denial occurs, adequate notice and opportunity to be heard will be afforded by the Student Life Council and the Office of Student Activities. If, after approval, immediately prior to or during the activity, one of the stipulated conditions occurs, the university will take immediate action to curtail the disruption, criminal activity or violation of the university regulation.

## **Grant of Registration**

1. Acceptance of a registration: Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state and university laws and policies, procedures, rules and regulations.
2. Responsibilities of a registered organization:
  - a. The organization will seek approval from the Office of Student Activities for changes made in its constitution.
  - b. The organization will register all changes (new executive members or advisors) that occur within the organizations by completing the Student Organization Contact Information Form found on the Student Activities webpage. The names, addresses, phone numbers, Lander L numbers of officers and the name of the advisor must be kept up-to-date in the Office of Student Activities.
  - c. Have two executive members attend the Student Organization Summit and Lander Leadership Conference each fall semester.
  - d. The organization president must attend, or send a representative in his/her place, the monthly student organization presidents' meetings each semester (fall and spring). These dates will be provided by the Office of Student Activities.
  - e. The organization president must meet at least twice a semester (fall and spring) with the Office of Student Activities to update on the status of the organization and discuss. The first meeting must be complete by the

# REGISTERED STUDENT ORGANIZATIONS

end of mid-term week of the semester and the second meeting must be complete before the last day of classes of the semester.

3. Fraternal organizations: Prior to a registered organization being classified as a fraternal organization and exempt from Title IX requirement, official endorsement must occur from the Office of Student Activities and the national office of the fraternity or sorority.

## Annual Renewal

1. All registered student organizations must renew their registration annually by the fall term date set by the Office of Student Activities.
2. The Office of Student Activities shall be responsible for the annual registration renewal process.
3. Registration renewal procedures are as follows:
  - a. An information letter and a registration form shall be emailed to all registered organizations a minimum of 15 calendar days prior to the deadline. This email shall notify the organizations of the registration process and required meetings.
  - b. There shall be a registration renewal workshop to be held at the beginning of the fall semester call the Student Organization Summit. Two representatives from each registered organization must attend.
4. Failure to renew an organization's registration by the deadline of the fall semester shall terminate its privileges to operate on the university campus or utilize university facilities.

## Summer Procedures

1. Each organization shall designate one individual to conduct the affairs of the organization during the summer and interim periods.
2. The name, address, Lander email and telephone number of this individual shall be filed with the Office of Student Activities by the end of the last class day of the spring semester through an electronic form sent to the organization presidents.

## Leadership Regulations for Organizations

### GPA Regulations

1. Any student member of a registered student organization who has been elected, selected or appointed as an officer, as defined by his/her organizational constitution, must maintain the cumulative GPA requirement of 2.0, or the organizational GPA requirement for an officer position, and remain in good standing within the university before being eligible to assume that role.
2. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. In the event that a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Office of Student Activities about the change in officers within two weeks.

*NOTE: Organizations not meeting the above requirements will be placed on probation and may have their registered status revoked.*

# REGISTERED STUDENT ORGANIZATIONS

## Advisors

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus advisor. The advisor must be selected from full-time faculty or administrative staff members (band four or higher with state Human Resources) at Lander University. Graduate students are not eligible to fulfill this requirement. The Office of Student Activities will assist advisors with questions concerning their organizations.

### Appointment of Advisors:

1. The signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition to signify his/her willingness to serve as advisor to that organization.
3. The advisor's signature must also be obtained annually during registration to signify agreement to continue as the organization's advisor.
4. The vice president for Student Affairs may officially appoint each advisor to the position by a letter.
5. Should an advisor vacate from his or her advisor position at any time during the year, the Office of Student Activities should be contacted immediately, and a replacement acquired within three weeks.

### Requirements of Advisors:

Advisors of registered student organizations should:

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their advisor's authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples.
  - a. Provide the officers with the elements of good organizational practice.
  - b. Teach the techniques and responsibilities of leadership and membership.
  - c. Teach the principles of effective group operations.
  - d. Develop procedures and plans for action.
  - e. Keep the group focused on its goals.
  - f. Develop self-discipline and responsibility in the group.
  - g. Stimulate and initiate activity.
4. Be available to the officers and members to share ideas about organization affairs.
5. Meet with the officers of the group to discuss the progress and direction of the group.
6. Attend as many meetings and functions as possible and be in attendance at any on-campus social events or fundraisers open to all Lander University students.
7. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained; for non-funded organizations, provide financial and budgetary advice.
8. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
9. Sign or co-sign appropriate university forms, such as those for user of campus facilities or travel requests.
10. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
11. Contact the Office of Student Activities when questions or problems arise.

# REGISTERED STUDENT ORGANIZATIONS

12. Be in attendance at events sponsored by the organization if the event is held in the Cultural Center Auditorium, Horne Arena or Sproles, as determined necessary or appropriate by the director of Student Activities.

## Disciplinary Procedures

Students should refer to the student code of conduct section of the Lander University Student Handbook for information regarding disciplinary procedures for violations of university policies, procedures, rules and regulations for individuals and/or registered organizations. Fraternities and Sororities are also accountable to policies as outlined in the Fraternity and Sorority Life Social Policy, which may be referenced at the following link:

[https://www.lander.edu/sites/lander/files/Documents/student\\_life/Greek%20Social%20Event%20Policy%20Fall%202018.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/Greek%20Social%20Event%20Policy%20Fall%202018.pdf). Violation(s) of policy may be addressed by the Student Life Council or the Student Conduct Committee, depending upon the severity of the alleged violation(s).

## Tucker Hipps Transparency Act

The Tucker Hipps Transparency Act states that all public institutions of higher education, excluding technical colleges, shall provide a public report of actual findings of violations of the institution's Conduct of Student Organizations by fraternity and sorority organizations formally/currently affiliated with the institution. Included in the Lander University report are violations of the Conduct Code for Student Organizations for offenses involving: alcohol, drugs, sexual assault, physical assault, and hazing. This report must contain: name of the organization, when the organization was charged with misconduct, the dates on which the citation was issued or the event occurred, the date the investigation was initiated, a general description of the incident, the charges, findings and sanctions placed on the organization, and the date on which matter was resolved. The institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act. Lander's report may be accessed at the following link:

[https://www.lander.edu/sites/lander/files/Documents/student\\_life/tucker-hipps-transparency-act-report%20updated%20060319.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/tucker-hipps-transparency-act-report%20updated%20060319.pdf)

Please contact staff members below to obtain additional information related to findings, sanctions, and organizational sanction completion that is not protected under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C 1232g.

Jalysa Green  
Director of Student Conduct and Community Standards  
[jgreen@lander.edu](mailto:jgreen@lander.edu)

Emily Weeks  
Assistant Director of Student Activities and Greek Life  
[eweeks@lander.edu](mailto:eweeks@lander.edu)



# REGISTERED STUDENT ORGANIZATIONS

## Reserving Facilities

### Area Coordinators

AREA	COORDINATOR	EMAIL	PHONE	CPO BOX	OFFICE
Arena, Athletic Fields	Heather Pilgrim	<a href="mailto:hpilgrim@lander.edu">hpilgrim@lander.edu</a>	388-8316	6016	AC 100
Barratt Hall	Mary Jo Carpenter	<a href="mailto:mcarpenter@lander.edu">mcarpenter@lander.edu</a>	388-8394	6027	BH 124
Centennial Hall (MP Room)	Zach Helms	<a href="mailto:ehelms@lander.edu">ehelms@lander.edu</a>	388-8709	6019	GC 325
Cultural Center Auditorium, Commons, Assembly Plaza, Amphitheatre, Legion Hall	Eddie Shaw	<a href="mailto:eshaw@lander.edu">eshaw@lander.edu</a>	388-8406	6033	CC 385
Dawson Room	Matt Lugo	<a href="mailto:dining@lander.edu">dining@lander.edu</a>	388-8723	6021	GC 366
Grier Student Center, Sproles, PEES Circle, JL Steps, Outdoor Lawn Areas	Pam Bartley	<a href="mailto:pbartley@lander.edu">pbartley@lander.edu</a>	388-8240	6012	GC 348
Laura Lander Hall	Kayla Davis	<a href="mailto:kdavis1@lander.edu">kdavis1@lander.edu</a>	388-8212	6029	LL 314
Learning Center	Helen Lewis	<a href="mailto:hlewis@lander.edu">hlewis@lander.edu</a>	388-8948	6008	LC 109F
New Residence Hall (MP Room)	Alex Drake	<a href="mailto:adrake@lander.edu">adrake@lander.edu</a>	388-8096	6019	GC 322
PEES Center	Matthew Gilstrap	<a href="mailto:mgilstrap@lander.edu">mgilstrap@lander.edu</a>	388-8313	6042	PS 242
Science Building	Tammie Mallory	<a href="mailto:tmallory@lander.edu">tmallory@lander.edu</a>	388-8386	6030	SC 246

### Coordinator of Facilities Scheduling

Elizabeth McCune

Email: [emccune@lander.edu](mailto:emccune@lander.edu) Office: Grier Center CPO Box 6062 Phone: 388-8335

Forms: <https://www.lander.edu/student-life/clubs-organizations/student-organization-forms>

### Facilities Scheduling: General Information

In order to request a facility, organizations must be in good standing with the university (refer to organization policy of good standing). Lander University will make every effort to provide facilities to accommodate university departments, divisions and registered student organizations through the facility reservation process. Due to the limited number of available facilities, the university will reserve the right to assign and/or change locations for groups utilizing university facilities in order to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available university personnel to perform a specific job function such as custodial, policing, lighting and sound technicians, stage crew, etc. In addition, the university may deny requests for facilities due to conflicts with class

# REGISTERED STUDENT ORGANIZATIONS

schedules, special events or activities or other university-wide events such as Welcome Week, Family Day and Homecoming. Student Organizations may not hold events after the last day of classes for the fall and spring semesters.

Signatures on the facility request form of the applicants, presidents and advisors, Office of Student Activities, University Police and ARAMARK, if applicable, indicate agreement to comply with policies regarding the use of Lander facilities.

1. Economy of scale: The facility coordinator will attempt to match organization membership numbers to the appropriate sized room, providing the room is available.
2. The facility request must be for a registered student organization, not a student organization serving as a front for a program or activity by an outside group.
3. The university reservation policy states that student organizations will be responsible for any damages that may occur to a facility during the time that they have it reserved.
4. Student organizations may not sponsor any program that is open to the general public unless there is previous authorization by the Office of Student Activities. Programs or activities at which admission fees are charged or money is collected or donated, may result in the sponsoring organization being responsible for fees such as building use fee, police services, custodians, life guards, etc. (Refer to fundraising section.)
5. For some events, University Police officers are required to be in attendance. The director of Student Activities will notify the student group when this is required. There may be instances when the university will charge for clean-up, security, special lighting, musical instruments, etc. The coordinator of facilities scheduling will determine charges when the request is reviewed. (Refer to fundraising section.)

*Note: Faculty or staff advisors must be present at all events held in the Cultural Center Auditorium, the Horne Arena and Sproles.*

## SMART Classroom Usage

Student organizations reserving a SMART classroom must designate the name of a member who has been trained in use of the equipment. The student's name must be registered with the assistant director of Student Activities.

## How to Reserve a Facility

1. Plan ahead - facility requests must be submitted NO LESS THAN two weeks in advance.
2. Obtain and fully complete a facility request form from the Student Activities office.  
[https://www.lander.edu/sites/lander/files/Documents/student\\_life/180914-stud-facility-form-addzach.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/180914-stud-facility-form-addzach.pdf)
3. Check availability of room with area coordinator. Names of the coordinators are listed on the back of the form.
4. Obtain the following signatures in the order listed:
  - a. President's Signature and email
  - b. On Campus advisor
  - c. Office of Student Activities
  - d. University Police
  - e. ARAMARK's (if food is involved)

# REGISTERED STUDENT ORGANIZATIONS

5. Take the facility request form to the area coordinator for scheduling; once scheduled, your facility request will then be forwarded to Elizabeth McCune, university facilities coordinator, for final approval.
6. Confirmation will be sent from the facilities coordinator via email to the president of the organization. All students are required to use their official Lander email address.
7. If your set-ups/special requests (i.e. tables, chairs, audio-visual equipment) are not listed on the facility request, accommodations will not be made. Contact the coordinator of Facilities Scheduling, Elizabeth McCune, if this occurs.
8. You may advertise your event or meeting only after you receive the email confirmation (please refer to posting policy). You may need to present the facility confirmation when getting flyer approved.
9. Security fees may apply for your reservation.

## Tables in the Commons or Plaza

1. A facility request form is NOT required to reserve a table in the Commons or Plaza, unless food is served, in which a facility request would need to be filled out for Aramark's approval. However, when you come by Student Activities to pick up your table and chairs, please tell the student worker or a staff person in the office whether this is a fundraiser or volunteer service (your approval for either will be verified at this time).
2. A validated Lander University student ID must be presented and a completed fill out an equipment rental form with the student worker in Student Activities in order to check out a table and chairs.
3. If the table is for a fundraiser, please let the student worker know; they will then verify with one of the staff that the fundraiser has been approved.
4. The Office of Student Activities reserves the right to refuse the reservation of a table if deemed necessary.
5. Radio edited music may be played on a low level to provide ambiance for the surrounding area of the table, but if the music is deemed to be inappropriate by the Office of Student Activities professionals/staff members or the sound level is too high then the music must be turned off.

## Fundraising Policies Pertaining to Lander University Students or Student Organizations

Use of university facilities or grounds for fundraising must be approved by the Student Organization Fundraising Committee. Fundraising forms are located on the Office of Student Activities' website. A fundraiser request form must be submitted for approval to the director of Student Activities for action by the Student Organization Fundraising Committee at least two weeks in advance. This committee consists of a representative from the Business office, the office of University Advancement and the office of Student Activities. Fundraising as it pertains to Lander University student organizations is defined as any event in which an organization solicits money from its members or other members of the campus community. Examples of fundraisers are:

1. The selling of items, materials, products or services;
2. The sponsorship of events where financial admission is charged.

Only registered student organizations shall be permitted to hold fundraising activities. In order to request to hold a fundraiser and obtain approval, an organization must be in good standing with the university (refer to Lander University Organization Policy of Good Standing) and must comply with the following guidelines:

# REGISTERED STUDENT ORGANIZATIONS

1. Submit a completed fundraiser request form and a facility request form for approval by the committee no less than two weeks prior to the proposed event. Failure to meet deadlines will result in your fundraiser being denied.
  - a. Registered student organizations are allowed the use of university facilities once per month, or no more than four per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium and/or Sproles. There is no limit on how many off-campus fundraisers your organization can host.
  - b. Dances and entertainment events will require security by University Police.
  - c. Charges may be made for custodial services, building fee use, security, and other services as needed for fundraisers.
  - d. Additional information regarding student organization fundraising events and associated fees is found on the Lander University fundraising request form.
2. The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing university- operated service or through a university contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.
3. In considering the request, the committee will be concerned primarily with the stated purpose for which the fundraising activities are to be held. For instance, is the activity educational in nature and/or directly related to the curriculum? Is the activity for philanthropic purposes? Will the fundraiser provide supplies for relevant group use or travel for relevant group opportunities? Fundraising revenue may not be used for the personal benefit of an individual student or students such as gifts, membership dues, initiation fees, university tuition, etc.
4. Any bake sale food items must be purchased through ARAMARK. (*\*Reference Campus Food Service policy.*)
5. Drawings: Lotteries, raffles, and games of chance must be in accordance with South Carolina state law. Please see the director of student activities for more information. All lotteries, raffles, and games of chance will be reviewed by the university general counsel prior to approval. **\*Alcohol and firearms are prohibited as prizes.**
6. A separate request must be submitted for every fundraising activity.
7. Activities involving Lander student organization fundraising or other projects covered by these guidelines are subject to the following:
  - a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed.
  - b. Door-to-door residence hall contact is prohibited.
  - c. Use of campus mail service is prohibited.
  - d. Fundraising may be conducted only in such areas as approved by the facilities scheduling process.
  - e. An organization may not use coercive acts that might intimidate those persons from whom support is sought.
8. Posters may be placed at approved locations ONLY after these criteria have been met:
  - a. Organization president has received an email confirmation from the facilities coordinator that the room or area has been approved.
  - b. Organization president has received an email confirmation from the Fundraising Committee that the fundraiser has been approved.
  - c. Organization has obtained approval from the Student Activities office for any posters/flyers advertising the event. Each poster, etc. must be stamped by this office.
9. All procedures for scheduling a room for a non-fundraising meeting or event also apply to fundraising programs.

# REGISTERED STUDENT ORGANIZATIONS

10. Once the fundraiser is completed, a summary form, also found on the Office of Student Activities webpage, must be submitted to the Office of Student Activities within five days of the completion of the event. Receipts must also be attached. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing status with the university until the summary form is submitted. The organization will not be able to participate in any fundraisers or participate in university-wide events. All future room reservations will be cancelled.

## Volunteerism/Community Service

Lander University strongly encourages volunteer and community service projects for all registered student organizations. Volunteer and community service projects, as they pertain to Lander University student organizations, are defined as the exchange of service hours or goods either on or off campus. *\*NOTE: If money is exchanged it is considered a fundraiser; please see fundraising section.*

The Office of Student Activities requires that any and all volunteer/community services be documented for approval in our office by completing the volunteer/community service request form and facility request form, if the service is to be held on campus. Volunteer/community service request forms are located on the Office of Student Activities webpage <https://www.lander.edu/student-life/clubs-organizations/student-organization-forms>. This form should be completed and turned in at least two weeks prior to the project taking place. In order for a volunteer/community service activity to be approved, the student organization must be in good standing with the university (*reference Organization Policy on Good Standing*) and the activity must conform to university regulations and policies.

Organizations are not limited to a certain number of volunteer/community service projects each semester. Once the project is completed, a volunteer/community service summary form, which is also located on the Office of Student Activities Webpage <https://www.lander.edu/student-life/clubs-organizations/student-organization-forms>, must be submitted to the Office of Student Activities within five days of the completion of the activity. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing with the university status until the summary form is submitted. The organization will not be able to participate in any future volunteer/community service events, hold fundraisers, or participate in university-wide events. All future room reservations will be cancelled.

## Speakers on Campus

Lander University chartered student organizations shall be allowed to invite and hear any person of their own choosing. Approval for the speaker is to be requested through the director of Student Activities. Reasons for disallowing a speaker to speak on campus are:

1. Insufficient time to allow for adequate preparations and scheduling;
2. Inappropriate facilities;
3. Prior commitments to another student or faculty organization that would conflict; or
4. Inability to provide security precautions necessitated by the speaker.

The sponsorship of outside speakers does not imply approval or endorsement of the expressed views either by the sponsoring group or the university.

# REGISTERED STUDENT ORGANIZATIONS

## Posting Policy

Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY. Lander University has a strict non-solicitation policy and, as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc. Outside agencies are permitted to advertise in approved university publications, magazines, etc. Lander students, faculty and staff are the only persons allowed to post materials on campus. All posters, flyers, announcements, etc., must be approved and stamped by the Office of Student Activities in order to be posted on campus. Organizations not in good standing will not be allowed to post any materials on campus. You may need to present the facility confirmation when getting flyer approved. Organizations not in good standing will not be allowed to post any materials on campus. Additional rules for the posting policy are as follows:

1. The use of sidewalk chalk must first be approved by the director of Student Activities.
2. Items being posted may be no larger than eight feet wide and four feet long in size and must not cover air vents or impede the sightlines of campus security cameras when hung.
3. All posters, flyers, announcements, etc., must include the organization's name or department name that is sponsoring the event, time of the event and place of the event.
4. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation.
5. Banners will be hung in consultation with the Office of Student Activities and may only be posted 10 days prior to the event the banner is advertising. Banners are defined as anything larger than 20 inches by 28 inches in size.
6. Space requests for banners will be taken on a first-come, first-serve basis and no space is guaranteed.
7. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization-sponsored fundraiser for philanthropy (car wash, etc.) Social events may not be advertised, even for philanthropy. The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Student Activities office.
8. Flyers, banners, posters, announcements, etc., may not use images or texts of alcohol to advertise an event or publicize an event where alcohol is being served.
9. Sexually explicit, offensive or otherwise suggestive flyers or banners will not be approved.

The following sanctions may apply for failure to comply with the posting policy:

- First offense — Letter from the director of Student Activities outlining the posting policy and the nature of the infraction and/or a possible \$50 fine;
- Second offense — Suspension of posting privileges for one year;
- Third offense — Suspension of organization charter.

## City of Greenwood - Ordinance on Handbills

All students and/or student organizations are responsible for abiding by the City of Greenwood ordinance related to handbills. In this context, a handbill is any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet or any other printed or otherwise reproduced original or copies of any matter of literature. Specific to the City of Greenwood, the complete list of handbill ordinance codes may be accessed at the following link: [https://library.municode.com/SC/greenwood/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH10BURESOSA\\_ARTVIIHA](https://library.municode.com/SC/greenwood/codes/code_of_ordinances?nodeId=COOR_CH10BURESOSA_ARTVIIHA).



# REGISTERED STUDENT ORGANIZATIONS

## Social Events

The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to abide by these policies could result in disciplinary action as outlined in the Lander University Student Handbook.

1. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/staff advisor must be present at all times during dances or similar social functions.
2. Social events, dances and other entertainment activities will require the completion of a University Police security form two weeks prior to the event for police coverage.
3. Charges may be made for custodial services, University Police, building-use fee and other services as needed for fundraisers.
4. All parties/dances sponsored by student organizations must be held in the Sproles Recreation Center of the campus unless special permission has been obtained from the director of Student Activities to hold the event in another location. Sproles Recreation Center has a maximum capacity of 200 people.
5. The check-in table for the event must be located at the front entrance of Sproles and it must be supervised by the advisor (or designated faculty/staff person), a University Police officer and one student at all times.
6. All persons entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event. Students and their guests must surrender their picture ID at the door. Lander University students are responsible for the conduct of their guests. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the advisor.
7. No alcohol will be served or brought into any student event unless prior permission is granted by the vice president for Student Affairs.
8. The sponsoring organization and University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
9. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state or federal regulations.
10. The sponsoring organization will be required to hire and pay for one or more University Police officers. University Police, in conjunction with the director of Student Activities, will determine the number of officers necessary to ensure the safety of those attending the event. The rate will be \$25 per hour per officer.
11. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor or a designated faculty/staff member. Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event.
13. The advisor or designated faculty/staff member must be present for the entire event.
14. The sponsoring organization will identify three members to serve as event staff who will assist the advisor and University Police in supervision of the event.
15. Doors will not be opened until 30 minutes before the event. The advisor and University Police must be present for the doors to be opened.



# REGISTERED STUDENT ORGANIZATIONS

16. University Police must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.
17. Lights will be flashed 30 minutes before the end of the event and then turned on immediately at the end. Members of the sponsoring organization are to assist the advisor and University Police in clearing the building, parking lot and adjacent street parking.
18. Events must end at the agreed-upon time, but no later than 1:30 a.m. When deemed necessary, University Police and/or university staff reserve the right to close an event prior to the agreed-upon time.
19. Greek organizations are required to fill out a social event registration form and submit it to the Office of Student Activities for approval. This form may be accessed at: <https://lander1.wufoo.com/forms/kypaxkp11zwxhj/>.

Deadlines for this form:

NPC – 7 days before the event

IFC – 72 hours before the event

NPHC – 7 days before the event

## Campus Dining Services

ARAMARK Dining Services has an exclusive contract to provide all of the university's food services, including food items for bake sales or for any other fundraising events. Matt Lugo, Dining Services director, and staff provide professional event planning, food production, food safety and assurance in carrying out all food services on the Lander campus. In regard to event planning, ARAMARK's professional staff works hard to ensure the success of each event. They will meet with the event planner as many times as necessary to discuss the tone and purpose of the event, menus and any special arrangements needed. Menus can be customized to any budget and range from basic to premium. Food safety is a major concern for everyone. ARAMARK adheres to all local and state DHEC regulations for food production, transportation and storage. Their facilities are regularly inspected by the local agencies that monitor food safety and they maintain a grade A at all times. Be assured that in order to minimize the likelihood someone is affected by a foodborne illness, ARAMARK uses only vendors that have met strict requirements for food handling and transportation. Please assist us in adhering to our exclusive food service contract with ARAMARK by contacting the Old Main Catering at 388-8078 or <https://oldmain.catertrax.com/> when your department or student organization is planning food for any event on campus.

# INFORMATION TECHNOLOGY SERVICES

## INFORMATION TECHNOLOGY SERVICES

### General Policy Statement

In addition to adhering to the university's Technology Acceptable Use Policy, misusing university computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords or messages of other computer users without their permission is prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited. The internet is an information resource provided to the faculty, staff and students of Lander University by the university. It has been referred to as, in part, a vast digital library. Use of this resource should be consistent with the philosophy, goals and objectives of the university as an educational and socially-responsible institution within the community. The following statements, extracted in part from the American Library Association's Bill of Rights, bear on both our rights and our responsibilities as members of the academic and local community.

### Intellectual Freedom: Rights and Responsibilities

Lander University recognizes the right of all users to access resources of their choosing. Internet resources are available for the interest, information and enlightenment of the Lander University community and information will not be proscribed, censored or removed by the university because of partisan or doctrinal disapproval. However, internet users at Lander have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public areas, such as open access computer labs and offices which may be shared by more than one person, should not be used to display or print materials that might be defined as harassing or obscene. These types of behavior will be determined by the Lander University Code of Conduct and by accepted community standards. Users are reminded that any state and federal laws dealing with these or related matters apply to Lander facilities and are encouraged to use good judgment. Because it is impossible to address all possible situations that might arise, it is expected that users will behave in a reasonable, responsible, courteous and professional manner. Failure of this document to address inappropriate behavior does not imply that such behavior is sanctioned or that a loss of privileges will not result. Remember, when you use the internet you are representing Lander University throughout the world. These guidelines are subject to change. It is the user's responsibility to keep up with changes. A copy of this document will be available online. Changes in policy will be reported in daily announcements and by email on the system. It is the user's responsibility to read all such announcements from the system. As with any university facility, commercial use is strictly prohibited.

### Acceptable/Unacceptable Uses

The following material, while not exhaustive, will attempt to clarify some acceptable and unacceptable uses of this resource. Users who abuse their privileges may have privileges revoked. Users must not violate any applicable internet use policies. Questionable usage is prohibited until specifically approved.

### Copyright Law

Respect the legal protection provided by copyright and license to programs and data. Unless you have written a program yourself, you do not have the right to make and distribute copies of programs without specific permission of the copyright holder. Software programs are protected by Section 117 of the 1976 Copyright Act and all revisions thereafter acted. Most Lander software is protected by federal copyright laws. Educational institutions are not exempt from these laws. Software

# INFORMATION TECHNOLOGY SERVICES

is also protected by the license agreement between supplier and purchaser. Software provided by Lander can only be used on the computer equipment specified in the software license. It is against university policy to copy or reproduce any licensed software on university computing equipment, except as expressly permitted by the software license. Public domain software may be available. Users may not use unauthorized copies of software on university-owned computers or on personal computers housed in university facilities. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of Lander University. For further information relating to the copyright policies of Lander University, refer to the Lander University policy on copyrighted material located in the library.

## **Privacy and Integrity of Individual Accounts**

It is against policy to use another person's account, even if permission is granted, unless it is a special group account which has been authorized for group use by the computer center or the appropriate department or school. The unauthorized use of another user's account, as well as providing false or misleading information for the purpose of obtaining access to computing facilities, is prohibited. It is against policy to attempt to discover another user's password. Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Technical support personnel reserve the right to access users' files when necessary for the maintenance of system integrity and other users' security.

## **Electronic Mail**

Email is the official communication tool between the university and student. As the official and primary communication tool of the university, this type of service allows the student to conduct collaborative work efforts and share information with students, professors and other individuals regardless of time and/or geographic boundaries. Because of this open freedom and the possibility of conversing with individuals with whom you may have never met, students should conduct themselves in an appropriate manner during their communications. Every email message sent from your Lander account carries the university's name, and all communications should reflect that. This service is provided free-of-charge to the students of Lander University. Accounts are for individual use and should not be loaned out to family or friends.

## **Creation of Accounts**

All students are issued an official Lander University email account when they register for their first class at Lander. Information Technology Services will perform the account creation without any action necessary by the student. The email account that is created by the university is the official email address to which the university will send electronic communications. This official address will be recorded in the university's electronic directories and records for the student. For these reasons, all students are required to use and maintain their university-provided email accounts.

Students can find their official Lander University email account information by logging on to Bearcat Web, selecting the personal information tab, and choosing the link that reads view email addresses. The student's official Lander email address and information about the default password will be displayed. To log in to Lander University's web mail interface, students can refer to the following website: <https://www.lander.edu/about/information-technology-services/email>.

# INFORMATION TECHNOLOGY SERVICES

## Expiration of Accounts

- Graduating Students: Accounts for students who graduate will expire 30 days after graduation.
- Non-Graduating/Non-Returning Students: Accounts for non-returning students will expire at the following term of non-enrollment.
- Students Taking Contract Courses: Accounts for students participating in contract courses will expire at the end of the course.

## Password Administration

At the time of enrollment, the student will be provided information concerning his/her account and the default password for that account. The student will be required to change this password at initial login and register for Microsoft's Password Reset and Recovery Tool in MyLander. If the student forgets his/her password, this tool can be used to reset the password on the account. Passwords will expire every 365 days and must meet the minimum requirements stated in the Lander Account Password Policy.

## Use of University-Maintained Mailing Lists

The use of university-maintained mailing lists should be restricted to official university business or class work only. Each mailing to any mailing list should be appropriate for the function of that mailing list, and adhere to the policy set forth for that mailing list.

## Prohibited Uses

The Lander University mail systems are not to be used for:

1. Personal gain;
2. Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals);
3. Pyramid schemes;
4. Deliberate acts associated with denying, interfering or disrupting service of Lander's email service or that of any other agency;
5. Attempts to perform mass mailings to the entire campus (or a large subset of the campus) of a nonofficial nature, which has a negative impact on the daily operation of the university; or
6. Any unlawful activity.

No one shall deliberately alter or attempt to conceal their true return email address, or the original location of the message. No one shall deliberately set forth to interfere with the reception of email by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

Sending fraudulent mail is strictly forbidden. You directly and indirectly represent the university. Conduct all electronic transmissions with this in mind. Users are advised to use proper network etiquette or netiquette when sending email. Users should not assume that electronic mail is totally private. Do not write anything in an email message that you would not want to see printed in public.

Email services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving email of this nature, report any and all occurrences to the Office of Information Technology Services at 864–

# INFORMATION TECHNOLOGY SERVICES

388–8234. Users will need to keep both printed and electronic copies of the harassing email; this will help aid in the locating of the individual who is harassing them.

## **Misuse of Telephones and/or other Communication Technology**

Students or student organizations involved in violations of any federal, state or local laws may be subject to disciplinary action. Disciplinary action imposed by the university may precede and/or be in addition to any penalty imposed by an off-campus authority. No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the university. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person, organization or the university. Communication equipment includes, but is not limited to, electronic mail, pagers, voice mail, computers, printers, etc.

## **Theft or other Abuse of Computer Facilities and Resources**

Violations of this policy include, but are not limited to, any of the following:

1. Unauthorized entry into a file to use, read or change the contents or for any other purpose;
2. Unauthorized transfer of a file;
3. Use of another individual's identification and/or password;
4. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official;
5. Use of computing facilities and resources to send obscene or abusive messages;
6. Use of computing facilities and resources to interfere with the normal operation of the university computing system;
7. Use of computing facilities and resources in violation of copyright laws;
8. Any violation of the university computer use policy.

## **Acceptable Uses**

Acceptable uses of electronic mail include subscriptions to list serves, professional communications, notices of university activities and personal correspondence. All electronic email transmissions are subject to being read by authorized personnel. This is not a routine activity and will usually be prompted by reports of misuse of email.

## **Use of Personal Mailing Lists**

Students may create and maintain their own personal mailing lists. The individual creating and maintaining the list and any users using the list are to ensure that members of the list agree to participate in the list. Upon request, the person who maintains the list must remove any individual from the list. The correspondence on these personal lists should still adhere to the acceptable use policy as they originate at Lander and carry the Lander name.

## **Privacy**

Students should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that care is taken to send messages only to the intended recipient(s). Particular care should be taken when using the reply command during email correspondence.

# INFORMATION TECHNOLOGY SERVICES

## **System Integrity and Security**

Computer facilities and accounts are owned by the university. All access to central computer systems, including the issuing of passwords, must be approved through appropriate channels. All access to divisional or school computer systems must be approved by the chair/dean or an authorized representative. Loopholes in computer systems' security or knowledge of a special password is not to be used to damage computer systems or for personal gain (defined as obtaining extra resources, taking resources from another user, or gaining access to systems or using systems for which proper authorization has not been given).

Users should take great care to avoid spreading viruses, logic bombs or similar destructive agents on the system. Such problems are especially likely to be found in files on portable storage drives or files which may be downloaded from the internet or other computer networks. Deliberate or grossly negligent introduction of destructive agents into the system will result in revocation of user privileges.

## **The Use of Network Resources for Interactive Gaming, including all Gaming Consoles**

The use of Lander University's network resources for interactive gaming, which includes game consoles such as Xbox and Playstation, is permitted as long as doing so does not impair network security or integrity in any way. The performance of interactive games is not guaranteed; and, Lander University Information Technology Services does not offer support in any form for these devices. Lander University reserves the right to restrict or deny network bandwidth to interactive gaming devices in order to ensure adequate network resources are available to support academic functions and the overall performance of the campus computing environment.

## **Nonessential Use**

Computers in the Computer Commons or other computer labs on campus are provided primarily for academic use. During busy times, non-essential, non-academic use may be prohibited on these computers.

# STUDENT CODE OF CONDUCT

## STUDENT CODE OF CONDUCT

In any case wherein students of Lander University are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the board of trustees may exercise its right to name a special hearing board, committee or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures. All changes in student regulations must be approved by the appropriate committee, the vice president for Student Affairs, and the president of the university.

### Conduct and Discipline

Just as a student does not lose citizenship rights upon enrolling at Lander, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the university student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the university, honesty in academic works and all other activities and observance of local, state and federal laws. When students enter the university community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the university. Student conduct, therefore, is not considered in isolation within the university community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct. Ignorance is no excuse.

A Lander student is expected to show a respect for order and the rights of others, and to exemplify in their daily activities a sense of honor and integrity. Students are expected to assume responsibilities for their own conduct and that of their guest(s). The university reserves the right to discipline students whose conduct is such as to bring reproach upon the university. **Students, upon voluntary registration at Lander, are expected to conform to all university regulations, federal and state laws and ordinances of the city of Greenwood.** Enrollment as a student in no way exempts any person from penalty in case of violation of local, state or federal laws. Students who are penalized for violation of public laws are not exempt from further penalty by university authorities, if that public law is also a violation of university regulations.

Responsibility for good conduct rests with students as individuals. Students are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Student organizations have similar responsibilities for maintaining good conduct among their members and guests at activities they sponsor. All members of the university community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. **Students and student organizations may be subject to disciplinary action for violation(s) of policy as addressed throughout this handbook.**

The policies/procedures outlined constitute the official record of all general conduct rules and regulations at Lander University. Students are expected to abide by these regulations, and administrators, faculty and staff are expected to enforce them. Regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Abuse of the student conduct system, includes, but is not limited to:

1. Failure to obey the notice from a student conduct board or university official to appear for a meeting or hearing as part of the student conduct system;
2. Falsification, distortion or misrepresentation of information before a student conduct board;
3. Disruption or interference with the orderly conduct of a student conduct board proceeding;



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4. Institution of a student conduct code proceeding in bad faith;
5. Attempting to discourage an individual's proper participating in, or use of, the student conduct system;
6. Attempting to influence the impartiality of a member of the student conduct board prior to, and/or during the course of, the student conduct board proceeding;
7. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board prior to, during and/or after a student conduct code proceeding;
8. Failure to comply with the sanction(s) imposed under the student conduct code; or
9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

Abuse of the conduct system should be considered a standalone administrative policy; therefore, any substantiated violation(s) may result in disciplinary action.

As university email is the official means of communication, students and student organizations are responsible for any and all electronic correspondence sent on behalf of the office of Student Conduct.

*\*Additional rules and regulations may be enacted during the year; announcements will be made upon adoption of the changes or additions.*

## General Laws

Any disciplinary action imposed by the university may precede and be in addition to any penalty imposed by an off-campus authority. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this student conduct code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Students arrested for violation of federal, state or local laws should notify the vice president for Student Affairs within five business days upon subsequent arrest. Proceedings under this student conduct code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for Student Affairs. Determinations made or sanctions imposed under this student code shall not be subject to change because criminal charges arising out of the same facts (giving rise to violation of university rules) were dismissed, reduced or resolved in favor of or against the criminal law defendant. *\*This is applicable to both students and student organizations.* The administrative process is likely to occur well in advance of any criminal proceeding.

The South Carolina Code of Laws may be accessed at the following link: <http://www.scstatehouse.gov/code/statmast.php>

The student code of conduct establishes the rules and regulations that all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions to protect their education purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities. Students and student organizations have a right to expect enforcement of these rules and regulations. The university also has the right to expect students and student organizations to abide by them, as this is of benefit to students as members of the university community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

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## Scope of Application

The student conduct code may be violated when a student violates any of its provisions, any campus or University policies, and any federal, state, or local law. The university may take disciplinary action for a violation of the student code of conduct when the offense takes place on university premises or at university-sponsored, endorsed, supported or related events which occur off campus. Further, disciplinary action(s) resulting from off campus incident(s) may be used to reinforce accountability and/or serve as an educational opportunity to promote both personal and professional growth.

## Applicable Terms

1. The term university means Lander University.
2. The term student includes all persons taking courses at the university, either full time or part time, whether pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the student conduct code, who are not officially enrolled for a particular term, but have a continuing relationship with the university, or those who have been notified of their acceptance for admission, are considered students. Additionally, persons living in university residence halls, regardless of whether or not they are enrolled at the time, are considered students. **The student conduct code does apply at all locations of the university.**
3. The term faculty member means any person hired by the university to conduct classroom or teaching activities, or who is otherwise considered by the university to be a member of its faculty.
4. The term university official includes any person employed by the university, performing assigned administrative or professional responsibilities.
5. The term member of the university community includes any person who is a student, faculty member, university official or any other person employed by the university. A person's status in a particular situation shall be determined by the vice president for Student Affairs.
6. The term university premises includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks).
7. The term organization means any number of persons who have complied with the formal requirements for university recognition/registration. Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related to group life. Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists when:
  - a. Members of the group act in concert to violate university standards of conduct.
  - b. A violation arises out of a group-sponsored, financed or endorsed event.
  - c. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
  - d. The incident occurs on the premises owned or operated by the group.
  - e. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy or sanction.
  - f. Members of a group act in concert, or the organization provides the impetus for violation of university rules and regulations.
8. The term student conduct board means persons authorized to determine whether a student has violated the student conduct code and to recommend sanctions when a policy violation has been committed.

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9. The term student conduct administrator means a university official authorized on a case-by-case basis by the vice president for Student Affairs to impose sanctions upon any student found to have violated the student conduct code. The vice president for Student Affairs may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and as the sole member, or one of the members, of the student conduct board. The vice president for Student Affairs may authorize the same student conduct administrator to impose sanctions in all cases.
10. The term appellate board means any person or persons authorized by the vice president for Student Affairs to consider an appeal from a student conduct boards' determination as to whether a student has violated the student conduct code or from the sanctions imposed by the student conduct administrator.
11. The term shall is used in the imperative sense.
12. The term may is used in the permissive sense.
13. The vice president for Student Affairs is that person designated by the university president to be responsible for the administration of the student conduct code.
14. The term policy means the written regulations of the university as found in, but not limited to, the Lander University Student Handbook, the student conduct code, residence hall contract, *Guide to Community Living*, the university web page and computer use policy, and graduate/undergraduate catalogs.
15. The term cheating includes, but is not limited to:
  - a. Use of any unauthorized assistance in taking quizzes, tests or examinations;
  - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
  - c. The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff;
  - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the acknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term complainant means any person who submits a charge alleging that a student violated this student conduct code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the right to participate in the hearing process, even if another member of the university community submitted the charge itself. Such involvement includes the right to an advisor during any formal or informal proceedings.
18. The term accused student means any student accused of violating this student conduct code.

## Student Conduct Code Authority

1. Jurisdiction of the university student conduct code is determined by the office of the vice president for Student Affairs.
2. The vice president for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the student conduct board hearings that are not inconsistent with provisions of the student conduct code. Such stipulations must be approved by the board of trustees.

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3. The student conduct administrator shall determine the composition of student conduct boards and determine which student conduct board or student conduct administrator shall be authorized to hear each matter.
4. Hearing authorities may differ, depending upon the type of violation(s) and/or the due process options selected. Hearing authorities may include the: student conduct administrator, residence life coordinators, Student Conduct Committee, Sexual Misconduct Committee, Student Life Council, Honor Council and Grade and Judicial Appeals Committee. *\*For academic related processes, reference the Academic Honor Code and Other Academic Policies and Support sections.*
5. Decisions made by the student conduct board and/or hearing authority shall be final, pending the normal appeal process.

## Interpretation and Revision

Any question of interpretation or application of the student code shall be referred to the vice president for Student Affairs or his or her designee for final determination. The student code shall be reviewed every five years under the direction of the student conduct administrator. The next review is set for 2022.

## Administrative Action

Any member of the university community may file charges against a student for violations of the student code of conduct. A charge shall be prepared in writing and directed to the student conduct administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within five days. The student conduct administrator and/or other appropriate university official(s) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. This may be done at the discretion of the student conduct administrator or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the student conduct administrator may later serve as the non-voting committee chair. If the student admits violation of institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

## Academic Policies

*\*Reference Academic Honor Code and Other Academic Policies and Support sections.*

## Student Services Policies

*\*Reference Student Services and Applicable Policies section.*

## Information Technology Policies

*\*Reference Information Technology Services section.*

## Discrimination and Sexual Misconduct Policies

*\*Reference Discrimination and Sexual Misconduct section for gender-based/sexual misconduct offenses and applicable processes.*

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## General Code of Conduct Policies

In addition to the policies described below, as stated previously, students and student organizations may be subject to disciplinary action for violation(s) of policy that has been addressed throughout all sections of this handbook, as well as in the Housing & Residence Life publication, *The Community Living Guide*. Residential students should also carefully reference the Safety and Security section to become familiar with policies specific to fire safety.

### Damage to Property

Damage to or destruction of property owned or operated by the university, its students, faculty, administration and staff, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. Further, this includes unauthorized application of graffiti, paint, etc.

### Failure to Comply with Official Requests

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of university officials in the performance of their duties, to include meeting requests and/or identifying oneself to officials when a request is made to do so. Further, students are expected to appear at disciplinary hearings in order to respond to allegations or testify as a witness, when reasonably notified. A failure to properly comply with or complete a sanction or obligation resulting from interim sanctions or a disciplinary hearing may also be considered failure to comply with an official request. *NOTE: Students that serve as staff in the residence halls are also considered university officials for the purpose of this policy.* Failure to abide by any published university policy or procedure is prohibited.

### Fraud and Lying

Lying or misrepresentation in, or with regard to, any transaction with the university, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the university or making a false statement to any university official. Any student who is responsible for lying or perjurying himself/ herself on any official statement to a university administrator on a disciplinary case may be suspended for a minimum of one complete semester excluding summer sessions. Fraud is alteration, fabrication, misuse or intended misuse of university documents, records or student identification cards. Fraud is also any misrepresentation of the university or students in any official matter. A person found responsible for fraud is subject to disciplinary action, which may result in probation, loss of privilege to live on campus, suspension or expulsion.

### Trespassing

The university reserves the right, in its sole discretion, to forbid access to any person to any part of the university campus, whether such campus location is owned by the university, owned by the Lander Foundation or any of its subsidiaries but used by the university or is under lease to the university, specifically including but not limited to the student's residence hall, apartment, parking lot or individual residence hall room. If a student's guest is placed on trespass notice, and the student knowingly violates this restriction, the student may be subject to disciplinary action, including, but not limited to, probation, loss of privilege to live on campus, or suspension. *\*Individuals placed on trespass notice will be subject to arrest for trespass after notice if found on university property.*

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## Tobacco

Lander University is dedicated to providing a healthful, comfortable and productive work and study environment for all faculty, staff and students. The university became entirely tobacco free effective Aug 1, 2007. Tobacco use and vaping are prohibited on all university grounds, both outdoors and indoors and within university-owned or leased properties and vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms, community areas, parking lots and all other grounds and properties of Lander University. This policy is in effect 24 hours a day, seven days per week and apply to all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-Food and Drug Administration (FDA) approved nicotine delivery device. The following regulations also apply:

1. The sale of tobacco products is prohibited on the Lander University campus, as is the delivery of any tobacco product, by means of a delivery service of any kind.
2. The free distribution of any tobacco product on the Lander University campus, including all clubs and organizations, is prohibited.
3. Lander University campus organizations are prohibited from accepting money or gifts from tobacco companies, or distributing free, reduced-price or fully-priced tobacco products (e.g., t-shirts, hats).
4. All tobacco advertising in public spaces on Lander University campus is strictly prohibited.

The Tobacco-Free Campus Policy will be enforced through citations issued by the Lander University Police Department and/or referrals to the student conduct administrator.

Due to potential fire safety concerns, smoking or vaping in the residence halls or in any building owned or operated by the university will result in fines or other administrative action.

The entire Tobacco-Free Campus Policy may be accessed at the following link:

[https://www.lander.edu/sites/lander/files/Documents/student\\_life/Tobacco\\_Policy.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/Tobacco_Policy.pdf).

## Alcoholic Beverages

Alcoholic beverages are not allowed in any Lander University residence halls (reference *Community Living: A Guide to Residence Halls*) or in public campus areas without specific permission from the university administration. Public is defined as areas that are readily accessible to students, faculty, staff and guests on campus. Lander University prohibits the unlawful use, possession, sale or distribution of alcohol on the campus and property of Lander University, or during any function specifically sponsored by the university. Liquor law violations may include possession of alcohol by a minor, distribution of alcohol to a minor, driving under the influence, consumption of alcohol by a minor, public intoxication and others. **Reporting to work or class under the influence of alcohol is strictly prohibited. Individuals violating this policy are subject to criminal prosecution as well as university disciplinary action up to and including separation from the university.**

The university recognizes that too many college students, both legally and illegally, drink to excess. Such abuse can lead to serious health risks and behavioral problems (violence, sexual assault, accidents, vandalism and other dangerous acts).



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Lander's alcohol policy, therefore, grows out of the commitment to maintain a campus environment that supports the educational program(s) and promotes the general welfare of the university community.

Students OVER the age of 21 should not abuse their legal right to buy alcohol. Providing alcohol to a minor can lead to severe criminal penalties, or even worse, place the minor at significant risk.

Based on circumstances, severity, and taking into account any previous Conduct Code violations, students found responsible for violation(s) of the alcoholic beverages policy will be subject to disciplinary action. *\*This policy is subject to change to comply with local, state or federal laws pertaining to the possession and consumption of beer, wine or distilled spirits.*

## Illegal Drugs

Lander University prohibits the unlawful use, possession, sale or distribution of illegal drugs on the campus and property of Lander University, or during any function specifically sponsored by the university. **Reporting to work or class under the influence of drugs, without the proper prescription, is strictly prohibited.** Drug abuse violations may include a wide range of drug law violations such as illegal possession of a controlled substance, distribution of illegal drugs, trafficking of illegal drugs and others. The unauthorized possession, use, manufacture, sale or distribution of any illegal substances in any individual rooms, kitchens, decks, stairs, parking lots, athletic fields/courts and adjacent parking lots is strictly prohibited. Possession of stimulants, depressants, narcotics, or hallucinogenic drugs and other agents having potential for mental or physical abuse is prohibited, as is the selling, bartering, exchanging and giving away of such drugs to any person not intended to possess them. The use of drugs is governed by state and federal laws, and penalties for improper use or for obtaining the drug under improper circumstances are severe. Individuals violating this policy are subject to criminal prosecution as well as university disciplinary action, up to and including, separation from the university. If found responsible, the type of violation, circumstances, or previous Conduct Code violations will modify the sanctions imposed.

## Disorderly Conduct

Disorderly conduct involves any action that disrupts the peace. It includes, but is not limited to, breach of peace; conduct that is lewd or indecent; dropping, throwing or causing objects or substances to fall from windows, doors, ledges, balconies or roofs; making excessive noise; and any other type of disruption or conduct interfering with the rights and opportunities of those who attend the university for the purposes of which the university exists. Additionally, fighting is considered a violation of this policy. As an institution of higher education, fighting can pose a significant threat to the campus community. *NOTE: There is a difference between fighting and self-defense.* Any student found responsible for violation of this policy may be subject to probation, loss of privilege to live on campus, and completion of anger management. Consequences for other violations of this policy will be determined based on their own merit, depending upon the severity of the incident.

## Disruptive Activity

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff or the educational mission of the university or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of



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persons may be proscribed or prohibited. Noncompliance with reasonable time, place or manner restrictions on expression is considered a violation of this section.

Classroom behavior that interferes with either: (1) the instructor's ability to conduct the class or instructional program; or (2) the ability of other students to profit from the class or instructional program is strictly prohibited. Speech or behavior that materially and substantially disrupts the classroom learning environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior in the classroom may include, but is not limited to, temporary or permanent removal from class with possible loss of credit. The following actions are also prohibited:

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or other authorized non-university activities, when the conduct occurs on university premises.
2. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community.
3. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
4. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

To remain in the vicinity of activity which threatens to disrupt or is disrupting normal university functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by university or law enforcement officials will result in disciplinary and/or legal action.

## **Harm to Persons/Threatening Conduct**

Actions which result in physical harm, have the potential for physically harming another person, create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Physical abuse or any unwelcome physical contact; lynching; assault and battery; aggravated assault; verbal abuse or threatening comments; intimidation; harassment; coercion; and/or other conduct which may pose threat of harm to Lander University students, employees, and invitees or endangers the health or safety of any person may be considered violation(s) of this policy.

Students found responsible for harm to persons/threatening conduct based on any of the assaultive behaviors as noted above or life threatening/bodily harm with means to do so may be subject to criminal prosecution as well as university disciplinary action, up to and including, separation from the university. Verbal threats, without means to do so, may be subject to different sanctions, based on the severity of the threats. Serious incidents, such as significant physical harm or any intent to harm, are likely to result in suspension or expulsion, providing the student is found responsible.

## **Harassment**

Harassment is conduct that creates or attempts to create an intimidating, hostile or offensive environment for another person or persons, or targeting individuals or groups based on categories of prejudice (race, religion, sexual orientation, sex, gender identity, ethnicity, national origin, disability, etc.). Such conduct includes, but is not limited to, action(s) or

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statement(s) that threaten, harm, attempt to bribe or intimidate, or pursuing any other form of unwanted contact. (*Specific to incidents of gender-based harassment, please reference the university Sexual Misconduct Policy.*) Serious incidents are likely to result in suspension or expulsion, providing the student is found responsible.

## Hazing

Hazing is defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property. Hazing is a very serious offense; university students and student organizations should not condone or engage in hazing of any kind. Hazing is not only a violation of university regulations, but may also result in criminal actions. Hazing is defined as any action taken or situation created intentionally, whether on-campus, off-campus, via electronic communication or social media venues, which produces mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations may include, but are not limited to, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on in or outside the confines of the campus or an off-campus location. This would also include wearing apparel in public that is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, late work sessions that interfere with scholastic activities and any other activities that are not consistent with the regulations and policies of Lander University.

Acts committed against both active and provisional members of an organization may be considered hazing. Hazing activities can involve Lander University students, student groups, athletic teams, and student organizations. If found responsible, the consequences may be severe, depending upon the circumstances. Individuals are encouraged to promptly report potential hazing incidents. The online form may be accessed at the following url:

[https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=10](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=10).

## Creating a Fire Hazard/Misuse of Fire Alarms and Safety Equipment

No person shall start a fire or create a fire hazard on Lander University property. Willful damage to property shall be prosecuted as arson when appropriate. This regulation is also intended to prohibit surface frying, the possession and/or use of candles, torches, incense burners, other open flame apparatuses, as well as extension cords and other devices or materials, which may create a fire hazard if used without authorization or in unauthorized areas including, but not limited to, residence hall rooms. Fines for surface frying in the residence halls or covering fire safety equipment are \$250 per violation. Other fines may be levied at the discretion of the appropriate conduct authority.

The sounding of false alarms and/or tampering with, or damaging, firefighting or safety equipment, including fire extinguishers, fire hoses, exit signs, fire doors and the alarm system, are prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from university housing and/or separation from the university. Any time a fire alarm sounds, all persons are to leave buildings immediately and congregate outside buildings until advised to return to buildings by university officials. Failure to leave buildings may result in fines and/or other disciplinary actions at the discretion of the appropriate conduct authority. *\*Elevators are not to be used at any time a fire alarm is activated.*

## Interfering with Video Security Equipment

No person shall interfere with the operation of any video security equipment. This includes moving, obscuring, disconnecting, or in any way obscuring a video security camera from viewing the intended area. No person shall cause

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any video security monitor or recording device not to operate properly, such as (but not limited to) disconnecting, turning off, moving or covering up. This does not apply to authorized persons in performance of their duties.

## **Flammable Materials and Fireworks**

The ignition or detonation of anything which could cause damage by fire, explosion or similar means to persons or property, or possession of anything in the nature of fireworks or explosives, is prohibited on any property whether owned or operated by the university.

## **Weapons/Firearms**

Firearms and dangerous weapons of any type are not permitted in the residence halls or other university facilities, except when carried by law enforcement officers within their jurisdictions. Possession of a firearm on campus is a felony within South Carolina. Intentional use, possession or sale of firearms or other dangerous weapons by students are strictly forbidden and violate university policy and state law. Violations can result in arrest and confiscation/destruction of the weapon/ammunition/prohibited item. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals whether on or off university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is a serious offense. Students found responsible for violation of this policy, with regard to dangerous weapons, are likely to face suspension or expulsion, depending upon the severity of the incident. Other weapons of any kind (including but not limited to dirk, slingshots, metal knuckles, razors, BB guns, air guns, hatchets, bows/arrows, explosives, fireworks, dangerous/noxious chemical mixtures, incendiary devices, propelled missiles or other dangerous substances) are prohibited on campus. *\*Be advised that any item used in a threatening manner may be considered a weapon and is therefore applicable under this policy.*

## **Theft or Misappropriation**

Theft of any kind, including identity theft, seizing, receiving or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession or misappropriation of any property, including Lander University property, without the owner's permission, is also prohibited. Whether attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus, is strictly prohibited. Accessory to theft includes knowingly giving aid before and/or after the fact to a violator of this regulation. When a theft occurs on university property, or when the victim of theft is another student, the accused may be subject to probation and the loss of privilege to live on campus, if found responsible. Serious instances, such as burglary, robbery or motor vehicle theft, whether on or off campus, are likely to result in suspension or expulsion. *\*Property that is found should be turned in to the lost and found department, located at the Lander University Police Department.*

## **Attempting, Abetting or Being an Accessory**

Attempting, abetting or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

## **Unauthorized Sale of Textbooks**

The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned in to the lost and found department, located at the Lander University Police Department.

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## **Quiet Hours and University Noise Code**

All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. If a student makes a reasonable request of another student to be less noisy, that student should comply. Quiet hours are in effect from 10 p.m. – 10 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 a.m. midnight – 10 a.m. One week prior to and during exam week, quiet hours are extended to 24 hours. This regulation also applies to residence hall and area lobbies. In the event that a group makes a disturbance (card or game playing, watching TV or yelling loudly), staff may request that violators leave immediately. NOTE: All sound systems and stereos must be kept inside and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in the residence halls for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on campus for practice sessions.

## **Misuse of Keys**

Any student that allows another individual to possess their key or access card is placing the campus community at risk. No person may use or possess any university key or access card without proper authorization. No student is allowed, under any condition or circumstance, to have a university key or access card duplicated. Loaning a residence hall room key or access card to a person not assigned to that room will be considered a violation of this regulation. If found responsible, any student that allows an individual to gain access to a building, hall or room with his/her assigned key may be subject to probation and lose visitation privileges for designated period of time. In the event of a second offense, sanctions are likely to be more stringent and may result in the loss of privilege to live on campus.

## **Misuse of University Documents**

Forgery, alteration or misuse of any university document or record is forbidden including, but not limited to, furnishing false information or withholding material information from the university processes or procedures.

## **Misuse of University Student Identification Cards**

Using another student's ID or a fraudulent ID card and/or failure to present a student ID when requested by a university official acting in the performance of his or her duties may subject the owner and/or the holder to disciplinary and/or civil actions.

## **Unauthorized Entry**

Unauthorized entry includes the entering and/or occupation of the facilities of the university, by its students or employees, that are locked, closed to student activities, restricted to use by a student or group of students, or that have not be reserved through the appropriate university offices. Further, students should not enter a residence hall room without the permission of the assigned resident, as well as being properly escorted into the room by the assigned resident. Violation of this policy may result in disciplinary action, which may include, but is not limited to, an individual's use of university facilities being withdrawn or otherwise restricted. Accessory to unauthorized entry includes knowingly giving before and/or after the fact to a violator of this regulation.

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## Visitation Policy

Please consult the *Community Living Guide*

([https://www.lander.edu/sites/lander/files/Documents/student\\_life/housing\\_residence\\_life/CLG%202018.pdf](https://www.lander.edu/sites/lander/files/Documents/student_life/housing_residence_life/CLG%202018.pdf)) for details on the visitation policy.

## Guest Policy

Guests and visitors on university property or at official university functions are expected to comply with all university policies and procedures, as well as all applicable local, state, and federal laws and regulations. Students that invite guests into their campus residence hall or apartment, or to official university functions open only to Lander students, are responsible for the behavior of their guests. As a result, a student may be held responsible for any alleged violation(s) of the code committed by their guests, including any financial obligations resulting from damages or otherwise necessary cleanup. In the residence halls, the host must be present with the guest for the duration of the visit. Guests should call the host in advance. The host must meet guests at an exterior door and escort them throughout the duration of their visit, including to an exterior door upon leaving. In areas with a front desk, guests will be required to sign in and provide an ID upon entering. As members of the university community, students play a vital role in keeping the campus safe from harm. Students should be mindful of their own personal safety, as well as the safety of others, and therefore should exercise caution and good judgment upon allowing individuals to visit the campus.

## Pets

Pets will not be allowed into any university facility or athletic venue with the exception of service and support animals. Otherwise, in keeping with city ordinances, individuals who bring a dog to campus are expected to keep the dog on a leash and under control at all times. In addition, excessive, continuous, or untimely barking, etc., shall be deemed a nuisance. City ordinances concerning pets and pet control are as follows:

Sec. 6-53: Running at large and unrestrained is prohibited. No owner or keeper of any dog shall permit such dog to run at large or unrestrained at any time. All dogs shall be kept under restraint at all times.

Sec. 6-90: Owner is to exercise proper care and control. No owner shall fail to exercise proper care and control of his dog or to permit such dog to disturb the peace and quiet of the neighborhood. Excessive, continuous or untimely barking, molesting pedestrians, garbage collectors or other persons, chasing vehicles, habitually attacking other domestic animals, trespassing upon public or private property in such manner as to damage the same shall be deemed a nuisance.

## Skateboards, Hoverboards, Cycles, Etc.

The University acknowledges that skateboarding is a means of transportation, as well as a sport activity, and encourages everyone to skateboard in a safe manner. Be advised that skateboarding and bicycling is strictly prohibited indoors. To minimize the occurrence of incidents, all wheels must remain on the ground. Further, due to a high volume of pedestrian traffic, skateboarding is not allowed in the Plaza area. (Bicycles are allowed in the Plaza area.) In the context of this policy, reckless skateboarding/bicycling includes the following:

- Use of a wheeled vehicle in a manner that endangers public safety, threatens university property, or disrupts university operations. This use includes, but is not limited to, maneuvers that are aerial or that transition from

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campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs.

- Using skateboards and bicycles in ways that clearly creates unsafe conditions (e.g., traveling at unsafe speeds, traversing downhill with no method of stopping, riding too close to pedestrians, etc.).

Those that wish to skateboard in non-prohibited areas must register their skateboard at the Lander University Police Department. Skateboarders are reminded to exercise the same degree of care expected from cyclists and operators of motor vehicles. Violations will be addressed through police issued citations and/or the Student Code of Conduct.

## Littering

Littering or improper disposal of trash is not permitted. No person shall litter by willfully or negligently throwing or dropping any item such as, but not limited to: bottles, cans, papers, cigarettes or tobacco, wastes, rubbish, garbage or trash of any kind, or by unloading or dumping any refuse onto any area not authorized for refuse disposal. Be advised that violations of this policy may result in disciplinary action and/ or imposed fines as stated in the South Carolina Code of Laws.

## Gambling

Gambling in any form is prohibited on or within the university buildings and grounds.

## Due Process Procedures

Any violation(s) that is likely to result in the student's loss of privilege to live on campus and/or the ability to attend the university, if found responsible, will automatically be afforded full due process. Student organizations are afforded the same designated opportunities. Upon being notified in writing by the student conduct administrator that he/she is accused of a violation and the specific charges pending, the student/student organization may, after consultation with the student conduct authority, elect one of three courses of action.

1. The student/student organization may admit the alleged violation, waive a hearing in writing and request that the student conduct administrator, or designee, take whatever action seems appropriate;
2. The student/student organization may admit the alleged violation in writing and request a hearing; or
3. The student/student organization may deny the alleged violation in writing, in which case the student conduct administrator, or designee, shall refer him/her to the appropriate hearing authority.

Minimal policy violations that will not result in the loss of privilege for a student to live on campus and/or the ability to attend the university may be handled at the discretion of the student conduct administrator, or designee. A charge letter outlining the specific violation(s) and the corresponding sanction(s) will be issued and the student may elect to request a review within 3 days upon receipt of notification. During the review, if the student disagrees with the imposed sanctions or denies that a violation of university policy has occurred, the student will be afforded full due process as noted above.

## Rules Governing Formal Hearings

When a student/student organization representative chooses an option of a formal administrative hearing, the student conduct administrator, or appropriate university official, shall set a date, time and place for a hearing and notify those charged, the hearing authority, and relevant witnesses and participants as to the scheduling of the hearing. Hearings shall



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be considered closed and confidential. All statements, information or comments given during hearings shall be held in strictest confidence by hearing officers/council members, university staff, and witnesses, advisors, and observers before, during and after deliberation in keeping with relevant law and policy. Video, audio, stenographic or photographic recording of hearing proceedings are prohibited, except as authorized by the Student Conduct office. The following procedural rules apply:

1. All charges shall be presented to the accused student or student organization in written form. A time shall be set for a student conduct board hearing, not less than three (unless written permission from the charged student) nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of student conduct board hearings may be extended at the discretion of the student conduct administrator.
2. The conduct board or Student Conduct officer may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence prior to the hearing. The charged party(ies) may prepare responses to such evidence. Upon review of the evidence, the charged party may request a hearing extension if additional time is needed to prepare. Extension requests shall not exceed a five day period.
3. All procedural questions are subject to the final decision of the student conduct board chairperson.
4. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student code proceedings.
5. The complainant, if applicable, and the accused student shall be allowed to address the student conduct board. The complainant(s) and the accuser(s) participation will vary, dependent upon student privacy considerations and other relevant laws. Admission of any other person to the student conduct board hearing shall be at the discretion of the student conduct board and/or its student conduct administrator.
6. The complainant/accuser and the accused shall have the right to be accompanied at the hearing by an advisor.  
*\*Delays will not normally be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive.* With the exception of sexual misconduct cases, an advisor should be an on-campus faculty, staff or student. If special circumstances exist, such as a student's possible separation from the university or in cases that also involve criminal proceedings, the student may request that a support person of their choosing be allowed to assume the advisor role. A student organization may also have special circumstances based on the role of their off-campus advisor. The vice president for Student Affairs or designee has the authority to grant this exception. An advisor is not permitted to participate directly in the hearing process, or to speak for the charged student(s) or student organization(s). The advisor, with the written permission of the charged student(s) or student organization(s) may:
  - a. Advise the accused regarding preparation for the hearing;
  - b. Accompany the accused to all disciplinary proceedings;
  - c. Have access to evidence to be introduced at the hearing.
7. With regard to sexual misconduct cases that involve a victim, the proscribed rights of the victim and the accused are equal.
8. In student conduct board hearings involving more than one accused student, the student conduct administrator, in his or her discretion, may permit the student conduct board hearings concerning each student to be conducted either separately or jointly.
9. Charges against the accused will be presented to the conduct board, as well as all relevant facts pertaining to the case. At the discretion of the chairperson, pertinent records, exhibits and written statements may be accepted as information for consideration by a student conduct board.



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10. Each side will be given a chance to present its position separately without interruption from the other side. After presentation of both positions, rebuttal and questions will be allowed. The complainant, the accused student and the student conduct board may arrange for witnesses to present pertinent information to the student conduct board. The university will try to arrange the attendance of possible witnesses who are members of the university community, if reasonably possible, and who are identified by the complainant and/or accused student in advance of the student conduct board hearing. Witnesses will provide information to, and answer questions from, the student conduct board and shall only be present during the time in which they are testifying.
11. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the student conduct board, with such questions directed to the chairperson, rather than to the other involved parties directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the student conduct board chairperson. At all times, control of the hearing rests with the chair, which shall retain the right to ensure decorum and a fair process.
12. The chairperson shall have the right to set reasonable time limits for participants who testify orally.
13. The chair of the conduct board will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants.
14. The prior conduct of the accused and/ or accuser shall be taken into consideration only if it bears directly on the charges at hand. Such determination shall be made by the chair. If so determined by the chair, relevant prior conduct may be considered in the determination of responsibility and/or sanctioning.
15. After all pertinent information has been received and the student conduct board hearing concludes, the student conduct board shall go into private session to determine by majority vote whether or not the accused student is responsible for said violation(s).
16. The chairperson may facilitate the deliberation process to ensure procedures are appropriately adhered to, but is not a voting participant.
17. After hearing the evidence, the conduct officer/board may choose to continue the hearing at a later date if additional evidence or witnesses are needed. If this action is deemed necessary, the accused must have the opportunity to review the information prior to resuming the hearing.
18. The student conduct board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the student conduct code. **(This is referred to as the preponderance of evidence standard, which is also applicable for sexual misconduct related violations.)**
19. There shall be a single verbatim record, such as a recording of all student conduct board hearings before a student conduct board. *\*Deliberations shall not be recorded.* A transcript or audio recording of the presentation of testimony shall be kept by the student conduct administrator until any appeal or any external board review has been concluded, or 30 days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Student Affairs. The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of 30 days from the date of the hearing.
20. The board chairperson shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies) and the victim, if applicable, and as permitted by law. The letter from the hearing authority to the accused shall consist of the following:
  - a. Findings of the hearing authority;
  - b. Sanction(s), if applicable;

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- c. Rationale of the hearing body; and
  - d. Statement regarding the right to appeal and the appeal procedures.
21. During the hearing, the student conduct administrator may accommodate concerns for the personal safety and well-being of the complainant, victim, accused student, witnesses, committee members, and/or the larger university community. Such safety measures may include, but are not limited to, non-student representation on the committee, providing separate facilities, remote participation by phone or online conference, videotape, audiotape, written statement, or other means, when deemed appropriate by the vice president for Student Affairs or designee.
22. Committee member names will not be released prior to any disciplinary hearing. Involved parties have the right to state concerns regarding potential bias on record, prior to the start of the hearing. Such concerns will be taken into consideration by the student conduct administrator. A hearing may be rescheduled, and a new board member selected, when appropriate.

## **Rights of Those Charged with Violation of the Student Code of Conduct**

Individuals and groups charged with violations have the following rights that are protected throughout the hearing process:

1. The right to be notified in writing of their rights in the disciplinary process.
2. The right to be notified in writing of the charges against him/her/them. In the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the pre-hearing process.
3. The right to be notified of the date, time and place of formal hearings at least three university business days (72 hours) prior to the hearing.
4. The right to be notified of the hearing authority charged with conducting the hearing.
5. The right to waive the required 72 hour hearing notice in order to expedite the process.
6. The right to know the nature and source of the evidence used in a hearing process; this includes the right to review, prior to the hearing, all documents and exhibits to be introduced at a hearing as well as a list of witnesses asked to testify at the hearing.
7. The right to present evidence on one's own behalf, and to bring witnesses on one's behalf. *NOTE: It may not be possible to secure the presence of all witnesses since no subpoena power exists for an administrative hearing.*
8. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party(ies). The failure of a student to appear will not be taken as indicative of guilt and must be noted without prejudice.
9. The rights of refusal to answer any questions and/or make a statement; however, the conduct board may draw inferences from this refusal.
10. The right to present questions for the witnesses to answer; the conduct officer/board may rule on relevance of these questions.
11. The right to be accompanied by an advisor throughout the hearing process. (Reference Rules Governing Formal Hearings.)

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## Student Conduct Committee

When appropriate, the Student Conduct Committee will be chosen out of a qualified pool of individuals to hear each case. *(Note: For sexual misconduct related incidents, the Sexual Misconduct Committee will serve as the hearing body - reference Discrimination and Sexual Misconduct section.)* Each participant is obligated to sign a confidentiality agreement and is required to observe the process before being afforded full voting rights. Additional qualifications include:

1. A willingness to serve.
2. A status of good standing;
3. A demonstrated commitment to respect, professionalism and decorum.
4. The ability to be impartial and utilize sound judgement.
5. Familiarity with conduct code policies and procedures.

The committee will be chaired by the student conduct administrator, who will be a nonvoting member. Additionally, five members will serve as voting members of the conduct board. These individuals will consist of at least two students and at least two faculty and/or staff members. The vice president for Student Affairs will not serve on the conduct board. *\*Those interested in serving on the Student Conduct Committee should contact Jalysa Green in the office of Student Affairs ([jgreen@lander.edu](mailto:jgreen@lander.edu)).*

## Sanctioning Guidelines

Sanctions may be imposed by the appropriate hearing authority, providing the student is found responsible for said violation(s). Sanctioning practices attempt to foster consistency (hence, ensure outcomes are non-discriminatory), while at the same time providing flexibility to ensure the needs of each individual student are carefully considered.

## Interim Sanctions

While firmly committed to the concept of due process, the university recognizes the fact that a student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the student or to another member of the university community or university property. In such cases, the vice president for Student Affairs, or designee, may impose temporary sanctions, pending a hearing, for the protection of the student, the university community and/or university property. Further, the vice president for Student Affairs shall have the power to impose such temporary sanctions pending a hearing when a student or group of students present a clear and present danger to the freedoms and rights other members of the university community, and/or to the mission of the university. In addition to interim sanctions such as residence hall removal or restriction pending a disciplinary hearing, the university may impose an interim suspension based on any of the following considerations:

1. To ensure the safety and well-being of members of the university community or preservation of university property;
2. To ensure the student's own physical or emotional safety and well-being; or
3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the vice

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president for Student Affairs or the student conduct authority may determine to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct board hearing, if required.

## Assigned Sanctions

Disciplinary sanctions may be imposed upon students/student organizations found responsible for a violation of the student code of conduct. All sanctions may be imposed either singularly or in combination. The purpose of imposing sanctions is twofold: (1) to protect the university community from behavior which is detrimental to the community, and/or the educational mission of the university; and (2) to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is(are) intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the student code of conduct of the university.

In each case in which a student conduct board determines that a student and/or group or organization has violated the student code, the sanction(s) shall be determined and imposed by the student conduct administrator. In cases in which persons other than, or in addition to, the student conduct administrator have been authorized to serve as the student conduct board, the recommendation of the student conduct board shall be considered by the student conduct administrator in determining and imposing sanctions. The student conduct administrator is not limited to sanctions recommended by members of the student conduct board. Following the student conduct board hearing, the student conduct board and the student conduct administrator shall advise the accused student, group and/or organization in writing of its determination and of the sanction(s) imposed, if any. Victims will be notified of the final outcome as permissible by law.

### For Students - Possible sanctions include:

1. **Expulsion:** Dismissal from the university without the ability to apply for re-admittance.
2. **Suspension:** Denial of enrollment, attendance and other privileges at the university for a specified period of time; permission to apply for admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the university. *NOTE: Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time specified in the notice of suspension. The student may not return to campus or university property during the term of the suspension without prior written permission by the vice president for Student Affairs or designee.*
3. **Disciplinary Probation:** A period of review and observation during which a student is under an official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction, including suspension or expulsion from the university. While on disciplinary probation, a student is considered to be not in good standing and may face specific limitations on his/her/their behavior and/or university privileges (see conditions/restrictions).
4. **Residential Probation:** A formal notice that a resident's behavior is not in conformance with community standards. Students are expected to reflect upon their decisions and be mindful of how their choices and actions impact themselves, others, and the residential community. Further violations are likely to result in more stringent disciplinary action. Residential probation may be accompanied by various conditions/restrictions, including, but not limited to, fines, educational sanctions, or loss of visitation.

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5. **Conditions/Restrictions:** Limitations upon a student's behavior and/or university privileges for a period of time, or an active obligation to complete a specified activity; this sanction may include, but is not limited to, restricted access to the campus or parts of campus, denial of the right to represent the university in any way, denial of the privilege to live within a university residence, a denial of parking privileges, no contact directives, required workshop attendance and/or participation in public service. Further, a student may be restricted from certain leadership positions and/or seeking to run for, or to hold, an elected student office, such as Student Government Association.
6. **Written Warning:** An official reprimand that makes the misconduct a matter of record in university files; any further misconduct could result in further disciplinary action.
7. **Fines and Restitution:** An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including, but not limited to, tampering with fire/safety equipment, the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, or violations of the alcohol and/or drug policies. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.
8. **Housing Sanctions:** These sanctions include written warning; visitation restrictions; fines; other conditions; probation; relocation; and housing contract cancellation, whether a temporary or permanent loss of residential privileges.
9. **Discretionary Sanctions:** Work assignments, essays, service to the university or other related discretionary assignments.
10. **Revocation of Admission and/or Degree:** Admission to the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining admission. A degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
11. **Withholding Degree :** The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this student code of conduct, including the completion of all sanctions imposed, if any.
12. Other measures may be taken if deemed appropriate by the student conduct authority.

## **For Groups/Student Organizations - Possible sanctions include:**

1. **Written Warning:** An official placing the group or organization on notice that any further misconduct could result in disciplinary action, to include any combination of the consequences as referenced below.
2. **Organizational Probation:** A designated period of time during which the registered or sponsored student organization is required to comply with specified terms and conditions to address the behavior that led to the violation. During the probationary period, certain conditions/restrictions may apply. Further violations may result in deactivation of the organization.
3. **Discretionary Sanctions:** Educational programs, service to the university, or other related discretionary assignments.
4. **Conditions/Restrictions:** Limitations upon, or loss of, an organization's privileges for a period of time, or an active obligation to complete a specified activity. (Examples include, but are not limited to, loss of privilege to participate in Greek Week, Homecoming or other university activities, social probation, member workshops/trainings, etc.)
5. **Deactivation:** Loss of all privileges, including university recognition, for a specified period of time.

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## Preventative Sanctions/Requirements

Upon notice of a potentially escalating situation or the probability that a violation has occurred, the university may assign certain requirements and/or sanctions as a preemptive measure. While such sanctions do not always accompany formal disciplinary action, students are expected to abide by the stipulations as set forth. If a student feels as though the requirements are unwarranted, the student may request a meeting with the appropriate authority to explain the circumstances of their concern. The authority may opt to forgo the requirement, if sufficient justification exists to do so. Examples of preventative obligations are referenced below.

### No Contact Directives

A no contact order is an official university notice from the Office of Student Conduct or the Title IX Coordinator restricting students, faculty or staff members from initiating contact with each other. A no contact order typically is used to de-escalate a situation and can be initiated by either the person seeking to sever contact or by the office of Student Conduct or by one of the Title IX Coordinators. A no contact order from the Office of Student Conduct restricts student-to-student contact. Any student can request a no contact order; however both involved parties must be Lander University students.

A student, faculty or staff member who is fearful for their safety and the potential for danger if the alleged is within geographic proximity should always apply for a restraining order. Requests for no contact orders generally come from students. This is important both because it is a service for our students and because both students must abide by it. Behaviors including verbal harassment and threats are violations of a no contact order, and potentially, the law. As such, violation(s) of a no contact order is likely to result in administrative action. *NOTE: A no contact order in no way limits one's right to file a Title IX complaint, or other applicable administrative charges.*

### Educational Conversations

The office of Student Affairs may require any student to meet with a staff member informally to discuss behavioral related concerns. Examples of concerning behaviors include: substance use, civility related issues, or any other problematic behaviors. The purpose of an educational meeting is to discuss any concerns, as well as the basis of the concerns, and provide educational guidance about how to make better decisions in the future. Such meetings should be considered an official request from university personnel.

## Student Conduct Appeals

Decisions of the presiding conduct authority may be appealed by a student organization, an accused student or a complaint of sexual misconduct. Other than any interim measures imposed pre-hearing (as a general safety precaution), sanctions will remain on hold pending the appeal outcome. Appeals are limited to the following:

1. **Procedural Error(s):** Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.
2. **Evidentiary Standard:** To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence. (To be found responsible, there must be a preponderance of the evidence. In other words, it is more likely a violation occurred than not.)



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3. New Evidence: To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original student conduct board hearing.

An appeal must be made in writing to the vice president for Student Affairs within three business days upon written notice of the hearing outcome. An extension may be granted by the vice president for Student Affairs based on circumstances beyond the control of the student wishing to appeal. The appeal must state the specific reasoning, based on the three designated criteria. The vice president for Student Affairs will review the information submitted. Provided that the appeal request is consistent with one of the above-mentioned categories, the information will then be forwarded to the Grade and Judicial Appeals Committee for further review. The vice president for Student Affairs has the authority to forgo an appellate board review and request that a new hearing be granted, when warranted.

With regard to sexual misconduct cases, the initial appeal review will be a collaborative effort between the primary Title IX Coordinator and the vice president for Student Affairs. If one of the appeal criteria is met, the information will be forwarded to the Sexual Misconduct Committee for further review. (If the accused appeals or the complainant files an appeal, the opposing party will be notified.) The appellate review will be conducted by members of the Sexual Misconduct Committee that did not serve on the original hearing board, or have no knowledge of the original case proceedings. Due to the sensitive nature of such cases, it is important to utilize specially trained faculty and staff for any case disposition matters, whether acting as the original hearing authority or in an appellate review capacity.

After review, the appellate board may either:

1. Affirm the finding(s) of the original hearing authority, in which case the decision is final; or
2. Remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.
3. In extraordinary circumstances, the faculty/senate or designee may direct a new hearing before a conduct officer/board.

*NOTE: If the vice president for Student Affairs has been directly involved with the case disposition, the appeal request will automatically be forward to the appropriate appellate board for review.*

If the request does not meet any of the designated criteria, the student organization, accused student or complainant will be notified in writing by either the vice president of Student Affairs, the Title IX Coordinator, or the appropriate appellate board. If the appeal submitted met one of the designated criteria, and was therefore fully reviewed, the appellate board shall send written notification of the decision regarding the appeal to the appealing party within five university business days of receiving the appeal. Based on the amount of evidence often accompanied with sexual misconduct cases, the decision regarding the appeal will be sent within 10 business days upon receipt of the appeal request. A copy of the decision will be sent to the vice president for Student Affairs and/or the Title IX Coordinator, if applicable. **All deadlines expressed in any section are subject to change if exigent circumstances exist.** (*Reference Grade and Judicial Appeals Committee: Other Academic Policies and Support section*).



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The online appeal form, which will be forwarded directly to the vice president for Student Affairs and/or Title IX Coordinator, if applicable, may be accessed at the following link:

[https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=3)

## Student Disciplinary Records

### Family Educational Rights and Privacy Act (FERPA)

Although student disciplinary records are protected as educational records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the impacted student's consent. Lander University may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. In the event discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA allows the institution to disclose to the alleged victim the final results (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Clery Act requires that the accuser and the accused must be informed of the outcome. When a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student. (*United States Department of Education*)

### Record Retention

Any disciplinary correspondence and/or actions taken will be housed in the office of Student Affairs. Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree, upon application to the student conduct administrator. Cases involving the imposition of sanctions other than residence hall expulsion, university suspension, university expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case.

# DISCRIMINATION AND SEXUAL MISCONDUCT

## DISCRIMINATION AND SEXUAL MISCONDUCT: POLICIES AND PROCEDURES

### Notice of Non-Discrimination

Lander University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, childbirth or related medical conditions, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.

This policy of Non-Discrimination is intended to meet Lander University's responsibilities under Titles VI and VII of the Civil Rights Act 1964, the Pregnancy Discrimination Act of 1978, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam Veterans Readjustment Assistance Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Violence Against Women Act, the SC Pregnancy Accommodations Act and applicable provisions of the South Carolina Human Affairs Law.

### Sexual Misconduct: Policy Applicability and Dissemination

All students, faculty, staff, contractors, board members, guests and any other individual(s) are subject to this policy.

- Students: The Deputy Title IX coordinator shall ensure this policy is distributed to all new students and is responsible for conducting ongoing training and programming, as needed, to all students.
- Employees: The Director of Human Resources and Title IX Coordinator shall ensure this policy is distributed to all new employees and is responsible for conducting ongoing training and programming, as needed, to all employees.
- Athletic Staff and Students: The Deputy Title IX coordinator for athletics shall ensure this policy is distributed to all athletic staff and students and is responsible for conducting training and programming as needed.

Annual training: The Title IX coordinator or designee shall post this policy on the website and ensure dissemination. Further, the Title IX coordinator is responsible for general oversight of Title IX related compliance.

### General Information

Members of the university community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

It is expected that all individuals on campus, and associated with the Lander community, treat each other with respect and professionalism and conduct themselves in a manner that does not infringe upon the rights of others. The university will not tolerate gender-based misconduct. Everyone shares in the individual personal responsibility and legal obligation to

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protect our campus community from any form of illegal discrimination. This policy has been developed to reaffirm those principles and to provide recourse for those affected individuals whose rights have been violated.

All individuals are expected and required to bring any concerns related to sexual misconduct to the attention of a Title IX coordinator immediately upon notice. When an allegation of misconduct is brought to an appropriate administrator's attention, and an individual is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated, to remedy its effects, and to enforce discipline when needed.

Be advised that sexual harassment, including sexual violence, is a form of discrimination, and is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

## Prompt Attention

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially and equitably. Where discrimination is found to have occurred, the institution or unit where it occurred will act to stop the sexual misconduct, to prevent its recurrence, to remedy its effects, and when appropriate, to discipline those responsible. All incidents that occur on university property or property that is controlled by the university are subject to this policy. Further, university-sponsored events/activities are likewise covered by this policy. The university may also deem it necessary to address off-campus incidents when the circumstances are likely to have a negative impact upon one's educational or work environment. *\*Note: Student conduct or employee discipline that fall outside the parameters of this policy may also be applicable.*

## Confidentiality and Reporting

Lander University understands that confidentiality is important; however, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting, or accused of, discrimination or sexual misconduct and will maintain confidentiality to the extent reasonably possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where Lander University is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way. Depending on individual's role at the university, there are differing reporting responsibilities and abilities to maintain confidentiality, based upon laws and policies.

Individuals with COMPLETE confidentiality can be accessed through the university Wellness Center, and include the following professional positions: (1) On-campus licensed mental health counselors; and (2) On-campus health service providers or registered nurses. These positions possess legal privilege as granted by the state, and are not required to share private or personally identifiable information, unless there is cause for fear of the individual's safety, or the safety of others. This privilege exists only within the context of counseling and health service sessions. Resources will provide anyone impacted by sexual assault and/or harassment with a safe and confidential environment in which to discuss concerns and be made aware of possible procedures or outcomes for recourse. Individuals who seek assistance from these confidential resources shall be advised that their discussions in these settings are not considered reports of sexual assault or harassment. University counselors are available to help you free of charge, and can be seen on an emergency basis. A

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victim may seek assistance from these university officials without initiating a formal process beyond the victim's control, or a process that violates her/his privacy. In addition, you may speak to members of the clergy or victim service providers off campus, who will also keep information confidential.

Upon notice, all other university employees, to include resident assistants, hold a legal obligation to FULLY and IMMEDIATELY report any allegations, observations or violations in entirety including names. In consideration of formal reporting, only individuals who need to know will be informed and information will be shared, only as necessary, with investigators, witnesses, and the accused individual.

## **Non-Employees and Non-Students**

Individuals who are neither Lander employees nor Lander students who believe they have been subjected to discrimination or sexual harassment by a Lander employee during the employee's work hours or by a Lander student on campus or at a Lander-sponsored event may utilize any of the complaint processes set forth in this section.

## **Supervisors, Managers, and Administrators' Responsibilities**

Every supervisor and manager has the responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that discrimination or harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as discrimination or harassment (verbal or otherwise);
- Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If any employee receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the employee is required to immediately and fully report the situation to a Title IX Coordinator. Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

## **Relationship to Freedom of Expression**

Lander University is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither a legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of our institution, the tradition of intellectual freedom, and the trust placed in our institution by the entire campus community. The university's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

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## Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act.) All personally identifiable information is kept confidential, but statistical information must be communicated to campus law enforcement regarding the type of incident and the general location of the incident (whether on or off campus,) for publication in the annual campus security report. No specific address information will be specified. This report helps to provide the community with a clear picture of the extent, and nature, of campus crime. Mandated federal reporters include: the student conduct administrator, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student/campus activities. Information shared includes: the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

## Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that Lander University is required to issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed - while at the same time providing enough information for community members to take any necessary safety precautions.

## Lander University's Title IX Staff

The president has designated the following administrators as Title IX coordinators, and therefore, any of the following individuals are able to receive sexual misconduct complaints. The president has designated the Title IX coordinator as the primary investigating officer for general oversight. All Title IX complaints received by deputy coordinators are required to be communicated promptly to the Title IX coordinator.

Title IX Coordinator

**Tracy Clifton**

[tclifton@lander.edu](mailto:tclifton@lander.edu)

864-388-8055

Deputy Title IX Coordinator for Students

**Jalysa Green**

[jgreen@lander.edu](mailto:jgreen@lander.edu)

864-388-8905

Deputy Title IX Coordinator for Athletics

**Erin Nodine**

[enodine@lander.edu](mailto:enodine@lander.edu)

864-388-8554

Deputy Title IX Coordinator for Enrollment and Access Management

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**Brandon Felder**

[bfelder@lander.edu](mailto:bfelder@lander.edu)

864-388-8503

Deputy Title IX Coordinator for Employees

**London Thomas**

[lthomas@lander.edu](mailto:lthomas@lander.edu)

864-388-8051

Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at [https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=2). Note that these anonymous reports may prompt a need for the institution to investigate.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)

District of Columbia Office

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

U.S. Department of Justice Civil Rights Division

950 Pennsylvania Avenue, N.W.

Educational Opportunities Section, PHB

Washington, D.C. 20530

By e-mail to [education@usdoj.gov](mailto:education@usdoj.gov)

By telephone at (202) 514-4092 or 1-877-292-3804 (toll-free)

By fax at (202) 514-8337

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to Crystal Rookard, General Counsel ([crookard@lander.edu](mailto:crookard@lander.edu)).

## Administrative Process: Sexual Misconduct Violations

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of evidence available, from all relevant sources. The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students/employee rights and

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personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed as equally serious offenses and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct. Pertinent state statutes on sex offenses may be referenced at the following link: <http://www.scstatehouse.gov/code/t16c003.php>. *\*Students should reference the Student Code of Conduct for information on due process procedures, rules governing formal hearings, and appeal criteria.*

## Sexual Harassment

Sexual harassment is unwelcome, gender-based verbal, written, online, or physical conduct that is sufficiently severe, persistent or pervasive and unreasonably interferes with, denies or limits someone's ability to, participate in, or benefit from, the university's educational program and/or activities. Sexual harassment is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. One incident, unless considered sexual violence, does not typically constitute sexual harassment. Examples of sexual harassment include:

1. An attempt to coerce an unwilling person into a sexual relationship;
2. To repeatedly subject a person to egregious, unwelcome sexual attention;
3. To punish a refusal to comply with a sexual based request;
4. To condition a benefit on submitting to sexual advances;
5. Sexual violence;
6. Intimate partner violence;
7. Stalking; and
8. Gender-based bullying.

*NOTE: Even one incident, if it is sufficiently serious, may constitute sexual harassment.*

## Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). Sexual harassment and/or the assignment, or suggestion, of rewards and punishments on the basis of sex or sexuality, have no place at the university and are prohibited. For the protection of our university community, no employee shall enter into a sexual or romantic relationship (consensual or otherwise) with a student, staff member, or faculty member when the work of one is directly evaluated or supervised by the other. In cases where there is a pre-existing sexual or romantic relationship, effective steps — including initial disclosure by the direct evaluators or supervisors to their unit heads — must be taken to ensure unbiased evaluation or supervision of the student, staff member, or other faculty member. If complaints occur and are substantiated, employees will be subject to disciplinary action, up to and including, termination or nonrenewal. All complaints will be adjudicated with due process for all parties in accordance with university policies, federal, state and local laws.

Complainants are protected from retaliatory acts and are not to be discouraged from reporting in good faith any concerns regarding sexual harassment or favoritism. Malicious or frivolous claims of harassment or favoritism are prohibited, and, if substantiated, will result in disciplinary action against the complainant. Disciplinary actions may include termination, nonrenewal, probation, suspension, expulsion, or other appropriate action. Students serving as teaching assistants and



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resident assistants are also professionally responsible for students, and therefore fall under this policy. Students found in violation of this policy, when appropriate, will be subject to sanctions as outlined in the Student Code of Conduct and herein.

## Non-Consensual Sexual Contact

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman, upon a man or a woman that is without consent and/ or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

## Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object by a man or woman, upon a man or a woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

## Physical Sexual Misconduct – Additional Applicable Definitions

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.
3. In order to give effective consent, one must be of legal age.

Force: The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”). *NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.*

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable

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decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another is a violation of this policy. *NOTE: Use of alcohol or other drugs will never function as a defense to a violation of this policy. Further, the sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.*

## **Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her/their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy;
2. Prostituting another student;
3. Non-consensual video or audio-taping of sexual activity;
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in voyeurism;
6. Knowingly transmitting an STI or HIV to another student;
7. Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals; and
8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

## **Other Misconduct Offenses (Will fall under Title IX when Gender-Based)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment);
6. Violence between those in an intimate relationship to each other; or
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

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## Retaliation

Retaliation, for purposes of this policy, is defined as any materially adverse action or threat of a materially adverse action taken by the University, or an employee or student thereof, against a student, faculty member, or staff member for (1) making a good faith report of misconduct; (2) reasonably participating in the investigation of a report of misconduct; (3) reasonably objecting to or resisting misconduct; or (4) being a close associate of someone who makes or may make a good faith report of misconduct. Retaliation against an individual who in good faith complains of alleged discrimination, sexual harassment or provides information during an investigation, is against the law, will not be tolerated, and may be grounds for discipline up to and including expulsion. Any student or employee that believes that he or she has been subjected to retaliation may contact one of the Title IX coordinators or email [titleIX@lander.edu](mailto:titleIX@lander.edu).

## False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable disciplinary procedures, up to and including, termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

## Student Amnesty

The health and safety of every student is of utmost importance. The university recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) may be hesitant to report violence due to fear of potential disciplinary action. The institution strongly encourages students to report such matters to College officials. A bystander acting in good faith, or a reporting individual acting in good faith, that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to college officials or law enforcement will not be subject to the Student Code of Conduct action. *\*This amnesty clause is specific to violation(s) of alcohol and/or drug use policies that occur within a timeframe relevant to the reported incident.*

## Complaint and Investigation Procedures

Any student/employee that believes that he/she has been subjected to discrimination or sexual harassment may elect to promptly tell the person that the conduct is unwelcome and ask them to stop. This is not, however, required prior to filing a complaint, particularly if the student/employee fears approaching the individual may become confrontational. A student/employee reserves the right to file a complaint at any time. Any person who receives such a request to stop inappropriate or unwelcome behavior or conduct should immediately comply with the request and refrain from retaliation. Regarding student employees, a supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to the supervisor. Impacted individuals may also email one of the coordinators directly or send an email to [titleIX@lander.edu](mailto:titleIX@lander.edu). The online complaint form may be accessed at the following link: [https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=2)

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## Investigation and Resolution

1. Upon receipt of a complaint, Lander University will conduct the investigation, based on established guidelines, in a prompt, thorough, impartial and equitable manner.
2. The person subject to the complaint shall be provided information as to the nature of the complaint.
3. While not required, both the victim and the accused shall have the equal opportunity to choose an independent advisor present for assistance, support and advice. The independent advisor may be brought into the process at any time at the request of the alleged victim or accused.
4. In connection with any such disciplinary hearings/ actions, the person filing the complaint and the person who is the subject of the complaint, have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if any appeal is provided, to appeal the decision. Students may appeal grievances as stated and outlined in the Student Code of Conduct.
5. In most cases, a prompt, thorough, impartial, and equitable investigation should be completed within 45 calendar days of receipt of the complaint.
6. The university uses the preponderance of evidence (also known as “more likely than not”) as a standard of proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the university never assumes a responding party is in violation of university policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.
7. At the completion of the investigation, appropriate determinations will be made regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with the Gender Misconduct Policy and other applicable policies as defined, but not limited to the Faculty, Staff, Athletic or Student Handbook.
8. In the event actions are taken against an individual, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees are subject to public records. Student matters generally remain confidential under FERPA.
9. In the event actions are taken against an individual, such matters generally remain confidential. Student matters generally remain confidential under FERPA. However, when discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the alleged victim the final results (limited to the name of the accused, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the accused, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Clery Act requires that the accuser and the accused must be informed concurrently of the outcome.
10. In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment, when the sanction directly relates to the harassed student.

## Rights of the Complainant

1. The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to Lander University administrators;
2. The right to be treated with respect by university officials;

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3. The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
4. The right not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities;
5. The right to be informed of the outcome and sanction of any student disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
6. The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the individual so chooses. This also includes the right not to report, if this is the victim's desire;
7. The right to be notified of available counseling, mental health or services for victims of sexual assault, both on campus and in the community;
8. The right to notification of and student options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - a. Change of an on-campus student's housing to a different on-campus location;
  - b. Assistance from university support staff in completing the relocation;
  - c. Arranging to dissolve a housing contract and pro-rating a refund;
  - d. Exam (paper, assignment) rescheduling;
  - e. Taking an incomplete in a class;
  - f. Transferring class sections;
  - g. Temporary withdrawal;
  - h. Alternative course completion options.
9. The right to notification of and employee options for, and available accommodations as so requested by the victim. Employee accommodations may include orders of protection, courtesy escort, counseling, modified work schedule, and leave.
10. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
11. The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
12. The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
13. The right to a campus no contact order against another individual who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
14. The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
15. The right to appeal the findings in accordance with the standards for appeal based on compelling justification established by the institution;
16. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
17. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

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18. The right to preservation of privacy, to the extent possible and allowed by law;
19. The right to a hearing closed to the public;
20. The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
21. The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
22. The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
23. The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
24. The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
25. The right to have the university compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the accused student), and the right to challenge documentary evidence.
26. The right to be present for all testimony given and evidence presented before the conduct body;
27. The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
28. The right to a conduct panel comprised of representatives of both genders;
29. The right to have university policies and procedures followed without material deviation;
30. The right to be informed in advance of any public release of information regarding the complaint; and
31. The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

## **Rights of the Accused**

1. The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators against the accused student;
2. The right to be treated with respect by university officials;
3. The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
4. The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violation(s) within the complaint, including the nature of the violation and possible sanctions;
5. The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
6. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
7. The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
8. The right to appeal the findings of the conduct body, in accordance with the standards for appeal established by the institution;
9. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
10. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
11. The right to a hearing closed to the public;



# DISCRIMINATION AND SEXUAL MISCONDUCT

12. The right to petition that any member of the conduct body be removed on the basis of bias;
13. The right to have the university compel the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence;
14. The right to have complaints heard by conduct and appeals officers or other staff who have received annual sexual misconduct adjudication training;
15. The right to have university policies and procedures followed without material deviation;
16. The right to have an advisor or advocate accompanying and assisting in the campus hearing process. This advisor can be anyone, including an attorney (provided at the accused student's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
17. The right to a fundamentally fair hearing, as defined in these procedures;
18. The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
19. The right to written notice of the outcome and sanction of the hearing;
20. The right to a conduct panel comprised of representatives of both genders; and
21. The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## Sexual Misconduct Committee

When appropriate, the Sexual Misconduct Committee will be chosen out of a qualified pool of individuals to hear each case. Each participant is obligated complete a face-to-face training and sign a confidentiality agreement. Additional qualifications include:

1. A willingness to serve.
2. A status of good standing;
3. A demonstrated commitment to respect, professionalism and decorum.
4. The ability to be impartial and utilize sound judgement.
5. Familiarity with conduct code policies and procedures.

The committee will be chaired by a qualified, trained and appointed employee, who will serve as a nonvoting member. Additionally, three To five faculty or staff representatives will serve as voting participants on the Sexual Misconduct Board.

## Sanctions

### Range of Student Assigned Sanctions (Sexual Misconduct Offenses)

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely receive a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary probation warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.



# DISCRIMINATION AND SEXUAL MISCONDUCT

- The conduct body reserves the right to broaden or lessen any range of recommended sanctions. In the case of serious mitigating circumstances or egregiously offensive behavior, neither the initial hearing officers, nor any appeals body or officer, will deviate from the range of recommended sanctions unless compelling justification exists to do so. *\*Additional sanctions as referenced in the Student Code of Conduct may also apply.*

## **Range of Employee Assigned Sanctions (Sexual Misconduct Offenses)**

- Any employee found responsible for violating this policy may be subject to disciplinary actions, up to and including discharge based on the severity of the incident and taking into account any previous violations. Action may include, but is not limited to, correction action or warning, performance improvement plan, required counseling, required training, demotion, suspension, revocation of tenure and termination.

## **Appeals**

For the appeal process for students, please reference Student Code of Conduct for student related appeals. Regarding the appeal process for employees, please contact Human Resources.

*The complete Sex/Gender-Based Misconduct Policy, risk reduction tips and frequently asked questions, may be accessed online at the following link: <https://www.lander.edu/about/title-ix>.*

# SAFETY AND SECURITY

## SAFETY AND SECURITY

### General Information

The University Police Department employs a staff of 13 full-time University Police officers, including the chief of University Police, captain of Support Services, captain of Uniform Patrol, two University Police lieutenants, two University Police sergeants, and six University Police officers. All of these individuals are commissioned state constables who are armed, certified law enforcement officers with full law enforcement and arrest authority. The University Police Department also employs an administrative support specialist, one parking enforcement officer, and five full-time communication officers, as well as various temporary part-time personnel, such as shuttle bus drivers. The University Police Department provides continuous law enforcement and security services 24 hours a day, 365 days a year. There are at least four University Police officers on duty during the day and a minimum of three officers working at night. In addition to the officers, there are communications personnel on duty at all times. These individuals operate two-way radio equipment and University Police telephones. Further, the Greenwood City Police department and other law enforcement agencies will occasionally participate in investigations and/or arrests on the Lander University campus. The University Police Department may be reached on campus by dialing 8222 for general information or 8-911 for emergencies and may be reached by off campus parties at 864-388-8222. The Lander University Police Department is the law enforcement and security organization within the Lander University community. In order to achieve the goals of the department, the university employs both University Police officers and noncommissioned staff.

As a safety measure, all outside doors to the residence halls are locked at all times. Resident students are issued keys to their halls. Centennial Hall, Chipley Hall and the New Residence Hall are staffed by noncommissioned personnel between the hours of midnight and noon, whenever these facilities are in use. Students entering the residence halls during these times will be subject to having their ID cards checked and all guests will be required to sign in and to identify the student(s) whom they are visiting.

### Emergency Situations

As public apathy is any criminals' greatest ally, preventing crime on the Lander campus is a joint responsibility of the Lander University Police Department and all members of the university community. One cannot assume that someone else has reported criminal activity; therefore, it is imperative that all crimes, suspicious activities and emergencies, including medical emergencies, be reported to the Lander University Police Department in a timely manner. When reporting criminal activity or other emergency situations, please provide the following information:

1. Your name;
2. Location of the incident you are reporting, description of the scene and any suspects; and
3. Description of any vehicle including license plate numbers.

To receive additional information about emergencies and emergency preparedness, please visit the following link: <https://www.lander.edu/student-life/campus-safety>.

To sign up to receive Lander alerts, please visit the following link: <https://www.lander.edu/student-life/campus-safety/lander-alert>.

# SAFETY AND SECURITY

## Crime Reporting

Upon observing or responding to reports of criminal or disruptive behavior, University Police personnel will take appropriate action, which may include detaining or arresting suspects, completing South Carolina incident reports, completing Lander University administrative action reports, performing preliminary and follow-up investigations, and bringing criminal or administrative charges. Statistical information and reports are distributed to the university administration on a regular basis. This information is also available to students, faculty, staff and the general public.

*(Reference annual disclosure of crime statistics below.)*

## Annual Disclosure of Crime Statistics

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Lander is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’” The law defines a Campus Security Authority as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” Students are encouraged to report criminal offenses to campus law enforcement or to a Campus Security Authority (CSA). The individual reporting the crime to the CSA may remain anonymous. All Lander employees are considered to be CSAs with very limited exceptions. Any employee notified of a crime is responsible for contacting the Lander University Police Department at (864) 388-8222. Information provided by the CSA will be used for statistical purposes in Lander’s Annual Security Report. The CSA is responsible for providing statistical information on crimes reported to them for inclusion in this report. Statistical information will also be requested from area police agencies. Certain individuals who would normally be CSAs are exempt from disclosing information when acting within the scope of their license or certificate. While not required to disclose confidential information, these individuals are encouraged to report non-identifiable statistical data, when appropriate. Such exceptions include the following:

- Pastoral counselors: A person who is associated with a religious order or denomination and is recognized by that religious order as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselors: A person whose official responsibility includes providing mental health counseling to members of the institutions community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

The criminal offenses for which we are required to disclose statistics are as follows: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc. Further, we are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property. Crime statistics for offenses that occur on campus or in buildings/property owned or controlled by the university, as well as on public property adjacent to the campus, must be disclosed. (Campus Security Authorities must report such safety concerns directly to LUPD.) The

# SAFETY AND SECURITY

Lander University Police Department maintains a close relationship with all police departments to ensure that crimes reported directly to these entities within the Clery geography are brought to the attention of our department.

LUPD collects the crime statistics disclosed through a number of methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

All crime specific definitions, to include categories of prejudice, as well as crime statistics for the Lander campus, are referenced in the annual security report, which may be accessed at the following link: <https://www.lander.edu/student-life/university-police/clery-report>.

## Dating Violence, Domestic Violence, and Stalking

LUPD offers programs and resources to promote the prevention of dating violence, domestic violence, and stalking. The crime statistics for these offenses are separated by categories of type. The number for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If dating violence, domestic violence, or a stalking-related crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistics be reported separately even though there is no requirement to report the crime classification in any other area of the compliance document. *NOTE: A dating violence, domestic violence, or a stalking-related crime is not a separate, distinct crime, but is the commission of a criminal offense that involved the additional classification. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender is dating the victim because of his/her relationship with them, the assault is then also classified as dating violence.* The applied definitions are referenced below.

1. Dating violence — violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
2. Domestic violence — a felony or misdemeanor crime of violence committed:
  - a. By a current or former spouse or intimate partner of the victim;
  - b. By a person with whom the victim shares a child in common;
  - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
3. Stalking — engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a. Fear for the person's safety or the safety of others; or
  - b. Suffer substantial emotional distress.

# SAFETY AND SECURITY

All VAWA related reported crimes (domestic violence, dating violence and stalking) specific to the Lander campus are referenced in the annual security report, which may be accessed at the following link: <https://www.lander.edu/student-life/university-police/clery-report>.

## Fire Safety

The responsible party for fire safety at Lander University is Rodney Boyter. Mr. Boyter is a certified Resident State Fire Marshal.

*Location of documentation: Facilities Operations Room F0108*

*Date policy and procedures updated: September 13, 2018*

## Annual Fire Safety Report

The Campus Fire Safety Right-to-Know Act requires universities with on-campus housing to compile fire data, report the data to the federal government, and publish an annual fire safety report. Prepared in cooperation with the Division of Student Affairs, this report is provided to the university community, prospective students and prospective employees. A copy of this report is kept on file at the Facilities Operations building room FO 108, as well as at Lander University Police Department. Statistics specific to the Lander campus may be accessed online at the following link:

<https://www.lander.edu/student-life/university-police/daily-crime-fire-log>.

## Fire Protection

Lander University receives fire protection from the City of Greenwood Fire Department. The City of Greenwood Fire Department is an ISO Class 2 department providing fire suppression, hazardous materials response, technical rescue, and EMS First Responder services to all areas within the city limits of Greenwood, S.C.

## Fire and Life Safety Code Enforcement

Lander University falls under the jurisdiction of the South Carolina Office of State Fire Marshal. In addition, the university employs a resident state fire marshal, who is responsible for providing routine inspections of all campus buildings, conducting fire drills, maintenance of fire protection equipment, and providing employee training. Routine fire and life safety inspections are made of campus buildings independently as well as in conjunction with inspectors from the State Fire Marshal's office and the City of Greenwood to ensure a safe learning and living environment for students.

## Life Safety System Maintenance and Inspection

Lander University utilizes qualified third party contractors to perform the required inspection, testing, and maintenance of all fire sprinkler, fire alarm and fire extinguishers on campus.

## Fire Safety Education

Employees of the university as well as all residence hall assistants are provided fire safety training. The resident assistants provide information on safety equipment and evacuation procedures during hall meetings with students living in campus housing. In addition, the university provides all employees and students information on the university webpage regarding emergency procedures for a multitude of potential emergency situations (<https://www.lander.edu/student-life/campus-safety>).

# SAFETY AND SECURITY

## Summary of On-Campus Housing Fire Safety Systems

- Bearcat Village Apartments: Bearcat Village Apartments are equipped with an intelligent addressable fire alarm system, as well as hood suppression systems over the stoves in these apartments.
- Brookside: Brookside is equipped with an intelligent addressable fire alarm system.
- Centennial Hall: Centennial Hall is equipped with a full-coverage fire sprinkler and standpipe system, as well as an intelligent addressable fire alarm system. The building is also serviced by an emergency generator.
- Chipley Hall: Chipley Hall is equipped with a full coverage fire sprinkler system as well as an intelligent addressable fire alarm system. The building is also equipped with emergency egress lighting.
- Lide Apartments: Lide Apartments are equipped with a fire sprinkler system as well as an intelligent addressable fire alarm system. In addition, there is a hood suppression system in these apartments.
- McGee Court apartments: McGee Court is equipped with an intelligent, addressable fire alarm system and a kitchen hood suppression system (Summer 2019).
- New Residence Hall: The NRH is equipped with a fire sprinkler system as well as an intelligent addressable fire alarm system. The building also has carbon monoxide detection. A kitchen suppression system is located in the resident manager's suite. The building is also serviced by an emergency generator.
- Thomason: Thomason is equipped with a fire alarm system.
- University Place: University Place is equipped with an intelligent, addressable fire alarm system and a kitchen hood suppression system (Summer 2019).
- Williamston: Williamston is equipped with an intelligent addressable fire alarm system.

*NOTE: Portable fire extinguishers are located in all residence halls. Apartments with kitchens have a fire extinguisher located inside of each room.*

On Campus Residential Facilities	Fire Alarm Monitoring by LUPD	Automatic Sprinkler System	Standpipe System	Fire Pump	Fire Alarm initiating	Battery Operated Single Station Smoke Detection	CO Detection	Portable Fire Extinguishers	Kitchen Suppression	Number of fire drills each year
Chipley Hall	x	x			x		x	x		2
Centennial Hall	x	x	x	x	x			x		2
Thomason	x					x		x		2
New Residence Hall opened August 2015	x	x			x		x	x	x	2
Lide Apartments	x	x			x			x	x	2
Williamston	x				x		x	x		2

# SAFETY AND SECURITY

On Campus Residential Facilities	Fire Alarm Monitoring by LUPD	Automatic Sprinkler System	Standpipe System	Fire Pump	Fire Alarm initiating	Battery Operated Single Station Smoke Detection	CO Detection	Portable Fire Extinguishers	Kitchen Suppression	Number of fire drills each year
University Place						x	x	x	x	2
McGee Court						x		x	x	2
Bearcat Village	x				x			x		2
Brookside	x				x					

*The Housing department should be notified immediately if there is a problem with any type of fire safety equipment.*

## Fire Drills

Fire drills are conducted at the beginning of each semester in the residence halls. Lander University Police Department, Physical Plant staff and Housing personnel will supervise the evacuation of the residence halls and report any noncompliance by residents. Anytime the fire alarm is sounded, students are to leave buildings immediately and congregate outside their buildings until advised to return to buildings by university officials. Failure to leave buildings any time a fire alarm sounds may result in a fine of \$50 and/or other disciplinary action. **Elevators are not to be used in case of either a fire drill or an actual fire.**

## Fire Safety Policies for Residential Facilities

### Cooking/Food Preparation

The ability to cook and prepare food in most residence halls is limited. Food preparation in residence halls without a kitchen is limited to what can be prepared with a microwave or a toaster oven. In apartments with a kitchen at Lide, University Place and Bearcat Village residents may use normal cooking appliances such as George Foreman Grills™, blenders, Panini presses, slow cookers, and toasters. Students living in all residence halls are also allowed to have coffee makers, Keurig™ and other similar appliances. All appliances must be plugged directly into a receptacle; the use of extension cords in residence halls is strictly prohibited. The use of hot plates, induction cookers, toaster ovens or other similar cooking appliances with exposed heating elements are prohibited. Violation of these policies will result in a fine being placed on the student's account. Charcoal or propane grills are prohibited in all university housing areas.

### Controlled Cooking Plan for Bearcat Village, Lide Apartments, McGhee Court and University Place

The controlled cooking plan is being enacted to prevent a fire in the kitchen area and is required by the International Fire Code.



# SAFETY AND SECURITY

1. Surface frying on the range in the kitchen is prohibited. Examples include any type of frying using cooking oils, or using meats such as bacon or hamburger in which the food produces grease.
2. Range areas may be used for warming; however no cooking activity which produces grease-laden vapors is allowed.
3. Violation of this plan will result in an automatic fine of \$250 plus payment of any damages (smoke, water, fire, etc.) that may occur due to violation of this policy.

## Electrical Appliances

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Any electrical appliance with an exposed heating element is prohibited.
2. Household extension cords are NOT PERMITTED.
3. Surge protector/outlet strips with built-in breakers are to be used when the number of outlets needed is greater than the number of outlets in the student's room.
4. Privately-owned air conditioners are not permitted.
5. Resident-owned refrigerators are allowed in residence hall rooms provided that they do not exceed 1.2 amps.
6. Other appliances such as radios, lamps (no halogen lamps), computers, TVs, electric razors, hair dryers, hair curlers, fans and clocks are permitted, provided the total electrical requirements do not exceed the capability of the system.
7. All electrical equipment and cords must be kept in safe operating condition.
8. Irons may be used only with ironing boards.
9. Microwaves are limited to 1.0 cubic feet maximum capacity, 700-watt maximum power.

## Electrical Equipment

No student shall alter or repair electrical equipment or fixtures which belong to the university. Defects in university electrical equipment should be reported to the resident assistant.

## Fire Arms/Explosives/Flammable Fluids

The possession or use of firearms, explosives, fireworks, propelled missiles, flammable fluids, dangerous chemical mixtures, or the heating of cleaning products in a manner not consistent with the products intended purpose, is prohibited. Student possessing or using any of these items face suspension, fines, or expulsion from the university.

## Fire Safety/Alarms/Drills/Smoke Detectors

The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, hoses, EXIT signs, posted fire safety information, and the alarm system are all prohibited. Due to fire regulations, beds are not permitted in the loft areas of Brookside Suites. Residents violating this policy will be subject to disciplinary action. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from university housing, and/or separation from the university.

# STUDENT EDUCATIONAL RECORDS

## STUDENT RECORDS

### Confidentiality of Student Records

Information contained in the permanent educational record of each Lander University student follows the professional guidelines set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in the Academic Record and Transcript Guide.

Lander University complies with the Family Educational Rights and Privacy Act of 1974, which is designed to protect the privacy of student education records maintained by the university. Any student who is or has been in attendance at Lander University has FERPA rights. The rights parents exercise with respect to their children's education records transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Lander University may discuss information about a student's educational records with the parents if the student completes the Student Information Release Form in the Registrar's Office.

The following student rights are covered by the Act and afforded to all eligible students of the university:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's informational records.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the university to comply with the provisions of the Act.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

The act further provides that certain information designated as directory information may be released by the university about the student unless the student has informed the university that such information should not be released. Lander University designates the following items as Directory Information: the student's name, address, telephone number, electronic mail address, date and place of birth, classification, major and minor field of study, athletic participation, participation in Lander organizational memberships, weight and height of athletes, dates of attendance, honors conferred, degrees conferred, awards and scholarships received, admission status (date of acceptance), enrollment status (full/part-time), and the most recent previous educational agency or institution attended by the student. Students have the right to request that directory information not be released to outside parties. To request non-disclosure, students must complete the Student Privacy Request Form in the Registrar's Office. Requests to withhold directory information will remain in effect until the student completes another Student Privacy Request Form in the Registrar's Office to reverse the decision.

# STUDENT EDUCATIONAL RECORDS

According to the provisions of the Family Educational Rights and Privacy Act of 1974 and with the exception of directory information, student records, files, documents, and other materials which contain information directly related to a student and are maintained by Lander should be accessed for internal use only on a legitimate, educational NEED TO KNOW basis. Data which is part of the student's record, but which is not considered directory information may not be disclosed to a third party without the written consent of the student. The Act further provides that directory information may not be released if the student has informed the institution, via Student Privacy Request Form, that such information should not be released. The regulations governing the release of student information apply to that which is contained in the hard (paper) copy as well as that which is available using online computer files. Any questions pertaining to the release of student information should be directed to the Registrar's Office.

Additional information on Lander's student information security and privacy procedure may be accessed at the following link:

[https://www.lander.edu/sites/lander/files/Documents/About/Offices\\_Departments/Enrollment\\_Access\\_Management/Privacy\\_and\\_Security\\_Plan.pdf](https://www.lander.edu/sites/lander/files/Documents/About/Offices_Departments/Enrollment_Access_Management/Privacy_and_Security_Plan.pdf).

**To ensure all records are up-to-date, if a student marries or changes his/her name while enrolled, he or she is required to notify the Office of the Registrar.**



*320 Stanley Avenue, Greenwood, SC 29649*